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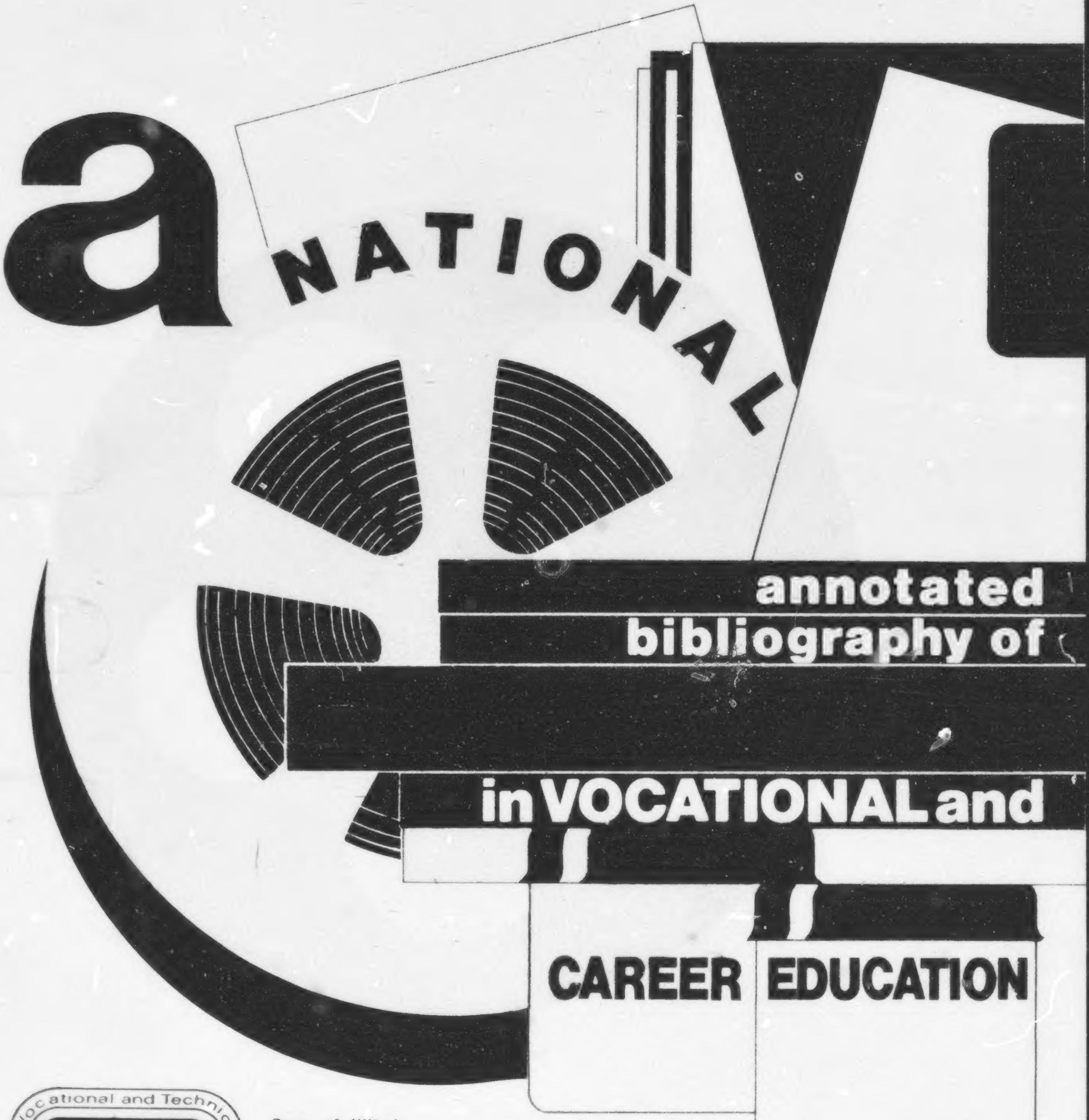
IDENTIFIERS National Network for Curriculum Coord in VoTech Ed

ABSTRACT

The bibliography lists 410 items which are curriculum materials in vocational and career education. It is an attempt to discover and illustrate the amount of curriculum materials which is available, but seldom publicized beyond local or State boundaries. Besides providing an annotation describing each item, the bibliography includes the title of the materials, its developer, which type it is (career or occupational education), the form of materials, whether it is for student or professional use, target level of student, training required to use materials, consulting services available, copyright restrictions, how to acquire materials, an ERIC number if available, and the State and agency submitting the abstract. Access to the individual items is gained through an index divided into 19 subject areas. The items are refereed to by an assigned number and are cross-indexed. Illinois is one of seven States participating in the National Network for Curriculum Coordination in Vocational and Technical Education (NNCCVTE) and has published this document as part of the Curriculum Management Center responsibilities. (AG)

ED 090442

CE 001 616



a NATIONAL annotated bibliography of in VOCATIONAL and CAREER EDUCATION

State of Illinois
Board of Vocational Education and Rehabilitation
Division of Vocational and Technical Education
1035 Outer Park Drive
Springfield, Illinois 62706

Sponsored and Funded in Part by
United States Office of Education, and the
Education Professions Development Act

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NATIONAL INSTITUTE OF
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AUTHOR CREDITS

This document is the result of a nationwide search for new and/or revised instructional materials in the areas of occupational and career education. All states and trust territories have participated in the development of this publication via their respective U.S.O.E. Curriculum Management Centers.

Although the State of Illinois, Division of Vocational & Technical Education coordinated the production of the document, the ultimate credit belongs to each individual who prepared an annotation.

A special thank you is extended to the U.S.O.E. personnel responsible for administering the Education Professions Development Act and the Directors of the National Curriculum Development Network. Without their efforts & cooperation this project would not have been possible!

William E. Reynolds, Coordinator

and

Lonnie M. Hart, Asst. Coordinator

Professional & Curriculum
Development
Division of Vocational and
Technical Education
State of Illinois

INTRODUCTION

Developing curriculum materials is an arduous task, extremely time consuming, requires highly competent professional technicians and is grossly expensive! It is obvious that only a handful of educators can be charged with this responsibility whereas teaching personnel must spend their time in the classroom teaching students! Although few teachers are involved in the process of developing curriculum materials, **all** use them, with most individuals developing adaptations of the materials they select.

THE BIBLIOGRAPHY

This **National Annotated Bibliography** is an attempt to "unearth" and illustrate the extensive quantities of curriculum materials which are available, but seldom publicized beyond local or state boundaries. Each state and trust territory annually produces several new or revised curriculum materials. Notwithstanding, most of these materials are designed for unique purposes within an individual state, each has components which can be adapted for use in other parts of the country. Too often our failure to share curriculum and instructional materials among and between states has created unnecessary duplication in the preparation of materials. This duplication is expensive in terms of both money and personnel. Examples of duplicated state efforts are illustrated in this bibliography. Over six different states have produced nearly identical documents for cooperative vocational education, welding and practical nurse education. A host of other annotations illustrate the need to coordinate and articulate the establishment of priorities state, regional and national to insure accountability in the expenditure of funds to develop curriculum materials.

THE SYSTEM NNCCVTE

Prior to 1972, there was no system which could facilitate *uniform* sharing of curriculum materials on a nationwide basis. Today we have such a system funded by USOE entitled "The National Network for Curriculum Coordination in Vocational and Technical Education" (NNCCVTE). In cooperation with USOE, seven states, California, Illinois, Kentucky, Mississippi, New Jersey, Oklahoma, and Washington are serving as curriculum coordinating centers. Each of these states house a Curriculum Management Center (CMC) designed to provide direct services to teachers and students concerning curriculum and instructional materials. These services include national articulation and coordination of available materials, dissemination and diffusion of selected materials, plus acquisition and display of materials in a professional resource library.

Now that the Network is in operation, national sharing of curriculum materials, on a systemized and accountable basis, is a reality. This document is an example of what is possible via the NNCCVTE. Using this new system, we should evidence in the near future many more activities designed to maximize information and materials available for use by the classroom teacher and student.

We are aware this bibliography has only scratched the surface of available materials, although it does provide national curriculum information which is not now available in other form.

A SPECIAL THANKS

We highly commend the efforts of our staff in providing the leadership necessary to accomplish this task. Also, a special note of appreciation is extended to each director of the NNCCVTE, USOE personnel, and particularly the USOE, EPDA staff. Their efforts have helped insure the success of this venture.

Sherwood Dees, Director
Division of Vocational & Technical Education

TABLE OF CONTENTS

HOW TO USE THIS DOCUMENT. . .

This document is indexed in a format compatible to that utilized by the Eric System. You will notice in the last paragraph of page one of the "Abstract Form" a place is provided for an Eric Number. Although only a few abstracts listed in this publication presently carry the Eric Number, future revisions will be cross referenced with the existing Eric System.

The coding system used for this document is simply a numerical listing of the content of the publication. The index number in the upper right hand corner of each page can be used in the same manner as a page number is used. The six digit code was selected because (1) it is compatible with the Eric System (2) it allows each entry to be cross indexed, and (3) it provides for future expansion of the document up to 999,999 entries. The (IL) prefix is a descriptor which identifies the bibliography as an Illinois publication.

To use the document simply peruse the table of contents to find the section which contains abstracts in your area of concern. For instance, **Industrial Oriented Occupations**. Once you have located this section in the table of contents, you use the IL 000 000 number(s) contained therein in the same manner you would use page numbers. Each number listed within a category means there is a detailed abstract of curriculum materials which has direct relationship to that specific subject area.

READ INDEX LEFT TO RIGHT

I. APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS

Mechanics
IL 000 013 017 018 019 020 041 043 131 230
242 342 400

Horticulture
IL 000 032 167 296 305 318 397 399

Production
IL 000 042 044 064 088 295 321 326 327 343
396 398

Other
IL 000 001 033 035 040 045 056 058 082 084
085 090 091 096 100 110 115 124 139
151 173 177 181 187 194 197 206 207
208 209 210 211 212 228 231 252 253
289 290 300 301 306 311 313 365 376
387 401

II. BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS

Distribution/Marketing
IL 000 024 036 037 038 039 055 081 198 200
324 405

Management
IL 000 392

Office/Business
IL 000 003 004 026 034 047 054 059 075 083
092 116 117 166 241 244 250 281 299
316 408 409 410

Other

IL 000 001 005 006 045 056 058 082 084 086
100 105 106 109 110 115 127 143 144
173 178 179 187 194 197 201 206 207
208 242 245 252 253 289 290 300 301
313 365 376 406 407

III. HEALTH OCCUPATIONS

Nursing Related

IL 000 031 066 067 068 069 070 071 074 076
977 978 079 080 098 273 283 284

Technical

IL 000 051 065 357 358 360 361 362 363 364
366 367 369 370 371 372 374

Dental

IL 000 049 142 259 404

Other

IL 000 001 030 052 056 058 072 073 075 082
084 100 110 115 125 145 173 187 194
197 206 207 208 234 242 252 253 289
290 300 301 313 365 376

IV. INDUSTRIAL ORIENTED OCCUPATIONS

Electricity/Electronics

IL 000 050 163 238 256 257 280 330 331 348
349 350 351 352 353 354 355 356 393
394 395

Construction

IL 000 012 015 022 089 120 121 128 160 162
164 171 186 190 213 263 285 315 325
383 403

Graphics

IL 000 027 097 225 226 278 286 288 292 320

Power

IL 000 014 105 118 119 129 137 161 168 170
172 174 185 188 193 202 218 220 222
223 224 229 255 287 317 319 333 342
385

Metals

IL 000 191 192 214 221 332 335 337 338

Other

IL 000 001 025 056 058 082 084 087 100 102
110 115 122 133 134 137 152 155 173
187 194 196 197 206 207 208 219 236
242 252 253 258 265 274 275 279 289
290 293 297 300 301 313 322 323 328
329 336 340 346 365 375 376 384 402

READ INDEX LEFT TO RIGHT

V. PERSONAL AND PUBLIC SERVICE OCCUPATIONS

Child Care

IL 000 008 029 057 080 095 169 216 294 344

Cosmotology

IL 000 048 227 260 261 264 269 341

Consumer & Homemaking

IL 000 005 007 016 028 046 060 094 103 111
199 203 205 232 239 248 249 254 262
270 378

Food Service

IL 000 009 010 023 073 165 184 189 204 251
302 303 304

Other

IL 000 001 030 056 058 082 084 100 102 107
110 115 123 126 135 173 187 194 197
206 207 208 233 242 252 253 271 272
277 282 289 290 298 300 301 307 308
313 334 339 365 376 377 382 384

VI. PRESCHOOL THROUGH GRADE 6

IL 000 101 104 108 130 132 140 151 156 157
158 159 175 182 183 237 266 281 291
380

VII. GRADE 7 AND 8

IL 000 027 041 042 043 044 046 104 108 122
123 124 125 127 141 151 177 178 179
180 181 229 233 270 292 383 392

VIII. GRADE 9 AND 10

IL 000 007 019 022 027 032 033 035 041 042
043 044 046 047 048 050 053 057 059
060 061 062 083 097 122 123 124 125
127 129 131 136 141 148 151 160 161
162 163 164 165 166 167 168 169 170
171 172 174 177 178 179 180 181 184
190 191 198 199 202 203 205 209 210
229 230 231 232 233 234 241 245 248
249 250 252 253 257 262 265 270 271
272 275 277 280 281 285 292 296 298
305 306 307 314 317 318 320 326 328
330 335 337 338 369 373 378 380 383
385 386 392

READ INDEX LEFT TO RIGHT

IX. GRADES 11 AND 12

IL 000
001 002 003 004 005 007 012 013 014
015 016 017 018 019 020 022 023 024
025 026 027 028 030 031 032 033 034
035 036 037 038 039 040 045 046 048
053 057 059 060 061 062 066 067 068
069 070 071 073 075 076 077 078 079
080 081 082 083 084 085 087 088 089
094 097 098 100 103 105 106 107 115
116 117 118 119 120 121 126 128 129
131 133 134 137 139 145 148 150 151
152 153 155 160 161 162 163 164 165
166 167 169 170 171 172 174 177 178
179 180 181 184 185 186 187 188 189
190 191 192 193 195 196 197 200 201
204 211 212 213 214 216 218 219 220
221 222 223 224 225 226 227 228 230
231 233 234 238 239 241 244 245 248
249 250 251 252 253 254 255 256 259
260 262 263 264 265 269 271 272 273
274 275 277 279 280 281 282 283 284
286 287 288 292 293 294 295 296 297
298 299 305 306 307 308 314 316 317
318 319 320 321 322 323 325 326 328
329 330 331 332 333 334 336 337 338
340 341 342 343 344 351 352 355 356
360 365 369 373 375 378 382 384 385
386 387 396 397 398 399 400 401 405
406 407 408 409 410

X. GRADES 13 AND 14

IL 000
001 012 013 015 018 020 049 051 059
074 075 092 093 098 100 102 105 107
116 117 118 119 120 121 126 133 134
139 142 143 150 151 152 153 155 185
188 189 190 191 192 193 195 213 214
218 224 225 226 227 228 230 231 238
239 241 244 245 251 254 255 259 261
264 265 269 281 282 283 286 287 288
293 294 296 297 298 319 323 324 325
327 329 331 332 333 334 336 340 341
344 351 352 355 356 357 358 360 370
371 372 375 377 378 382 393 394 395
405 406 407 408 409 410

XI. ADULT EDUCATION

IL 000
008 009 010 055 059 064 065 066 067
068 069 070 071 073 074 075 076 077
078 079 080 087 088 089 090 091 092
093 109 135 137 274 280 308 405 406
407 408 409 410

READ INDEX LEFT TO RIGHT

XII. HANDICAPPED STUDENTS

IL 000 060 063 100 267 270 280 302 303 304

XIII. DISADVANTAGED STUDENTS

IL 000 002 003 004 005 006 035 061 063 132
135 234 270 277 289 290 379 386

XIV. CAREER EDUCATION

IL 000 002 005 006 021 038 053 056 061 062
063 072 086 099 104 108 112 128 130
133 134 136 137 138 140 141 146 147
148 149 150 153 154 155 157 158 159
175 177 178 179 180 181 182 183 195
206 207 208 215 217 235 237 240 243
246 247 252 253 258 266 268 291 300
301 309 310 312 313 314 339 345 346
347 349 350 380 381 383 388 389 390
391

XV. COMMON TO ALL AREAS

IL 000 002 005 006 011 036 052 053 061 063
072 086 099 101 104 105 108 111 112
114 130 133 134 136 138 140 141 144
146 147 148 149 150 153 173 176 178
179 180 181 194 198 199 206 207 208
215 237 239 242 246 247 252 253 258
267 289 291 300 301 309 310 312 314
339 345 346 347 348 365

XVI. TEACHER--EDUCATOR

IL 000 011 021 026 033 035 052 054 081 095
096 099 101 104 106 108 110 112 113
114 115 122 123 124 125 127 128 130
132 136 138 139 144 146 147 149 153
154 173 175 176 194 206 207 208 215
217 232 235 236 237 240 242 243 244
251 266 268 273 276 278 279 309 310
311 312 324 352 354 359 360 361 362
363 364 366 367 368 370 371 372 374
377 382 384 387 405 406 407 408 409
410

XVII. STATE AGENCY PERSONNEL

IL 000 011 021 026 027 035 052 056 081 095
099 101 104 105 108 109 110 112 113
114 115 122 123 124 125 127 128 132
138 144 146 147 149 153 154 173 175
176 194 197 206 207 208 215 217 232
235 236 237 240 242 243 251 266 268
276 300 301 309 310 312 354 359 360
361 362 363 364 366 367 368 370 371
372 373 374 377 381 382 384 393 394
395 405 406 407 408 409 410

READ INDEX LEFT TO RIGHT

XVIII. OCCUPATIONAL EDUCATION ADMINISTRATOR

IL 000 099 101 113 114 115 122 123 124 125
127 130 132 138 144 146 147 154 175
176 197 206 207 208 217 235 240 242
243 266 268 274 276 278 279 291 309
310 312 353 354 359 360 366 367 368
402 403 404 405 406 407 408 409 410

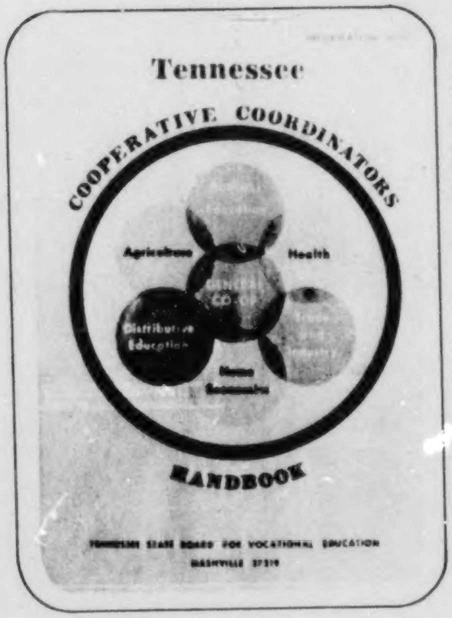
XIX. LOCAL AGENCY GUIDANCE PERSONNEL

IL 000 006 021 056 086 095 099 101 106 109
132 146 147 149 150 173 195 197 198
199 217 235 237 240 246 247 266 276
278 279 289 290 291 309 313 339 345
347 354 368 373 381 386 388 389 390
391 402 403 404 405 406 407 408 409
410

READ INDEX LEFT TO RIGHT

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


Tennessee

COOPERATIVE COORDINATORS

HANDBOOK

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION
NASHVILLE 37219

IL 000 001

TITLE OF MATERIALS

Cooperative Coordinators Handbook
Code Number: 021-00032

Date developed and/or revised: February, 1972

NAME OF DEVELOPER(S)

Compiled by:
Jimmie F. Thrash
and
Bill J. Radcliff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
144 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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PROVISIONS FOR ACQUIRING MATERIALS:

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TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This handbook was compiled to furnish the coordinator with guidelines and materials to be used in his cooperative program whereby students receive vocational instruction in the school and part-time employment through on-the-job training.

The content includes the following:

I. Introduction
II. Cooperative Vocational Education Programs
III. Advantages of Cooperative Vocational Education Program
IV. The School Administrator's Responsibility
V. Establishing a Cooperative Vocational Education Program
VI. Duties and Responsibilities of the Cooperative Coordinator
VII. Classroom Management
VIII. Federal Wage and Hour Regulations and Child Labor Laws
IX. Tennessee Department of Labor, Child Labor Laws
X. Recruitment and Selection of Cooperative Students
XI. Selection and Development of Training Stations
XII. Placement of Student Trainees
XIII. Job Description
XIV. United States Office of Education Occupational Codes
XV. Tennessee Cooperative Training Agreements
XVI. Training Plans
XVII. Student Evaluation
XVIII. Program Evaluation
XIX. Advisory Committee
XX. Youth Activities
XXI. Appendix

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

IL 000 002

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

JOB APPLICATION AND THE INTERVIEW

FOR THE DISADVANTAGED STUDENT

JOB APPLICATION
· HELP WANTED ·
EMPLOYMENT SERVICE ·
WANT ADS

TITLE OF MATERIALS: JOB APPLICATION AND THE INTERVIEW

Date developed and/or revised: Developed 1972, Revised 1973

NAME OF DEVELOPER(S):
Mrs. Mattie Cox, Teacher of Business and Office Education, Grant County High School, Williamstown, Kentucky.
Mrs. Roberta Knox, Teacher of Business & Office Education, Dayton High School, Dayton, Kentucky
Edited by Mrs. Judith Parsley, Materials Specialist Curriculum Development Center of Kentucky
Revised by Mrs. Martha Keeton, Materials Specialist Curriculum Development Center of Kentucky

---

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 58 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

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FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT: Mrs. Martha Keeton , Materials Specialist of Business and Office Education

606/258-4946

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The material in this curriculum guide is directed to those students who do not have the environmental background which equips them with knowledge and experience to find jobs. It is based on the recommendations of an advisory committee made up of teachers and of specialists in the area of disadvantaged and handicapped. The material has not been field tested; however, it is being used with successful results by students and teachers throughout Kentucky.

STATE SUBMITTING ABSTRACT

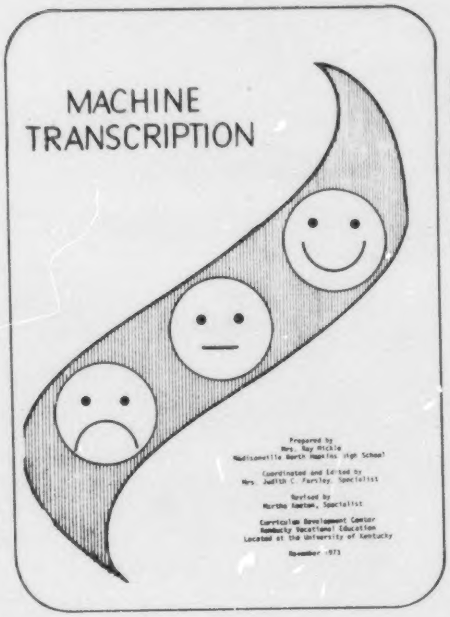
Name of State
Kentucky

Agency
Curriculum Development Center

Address
152 Taylor Education Building
University of Kentucky
Lexington, Kentucky Phone AC/ 606/258-4946

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


MACHINE TRANSCRIPTION

Prepared by
Mrs. Ray Mickle
Madisonville North Hopkins High School

Coordinated and Edited by
Mrs. Judith C. Parsley, Specialist

Revised by
Martha Keeton, Specialist

Curriculum Development Center
Kentucky Vocational Education
Located at the University of Kentucky

November 1973

IL 000 003

TITLE OF MATERIALS MACHINE TRANSCRIPTION

Date developed and/or revised: Developed 1972, Revised 1973

NAME OF DEVELOPER(S) Mrs. Ray Mickle, Teacher of Business and Office Education, North Hopkins High School, Madisonville, Kentucky

Edited by Mrs. Judith Parsley, Materials Specialist Curriculum Development Center of Kentucky

Revised by Mrs. Martha Keeton, Materials Specialist Curriculum Development Center of Kentucky

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TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	50 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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TO ORDER, PLEASE CONTACT: Mrs. Martha Keeton, Materials Specialist of Business and Office Education

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The material in this curriculum guide is directed to those students who are having difficulty with Shorthand I, particularly to the disadvantaged. It is based on recommendations of an advisory committee made up of business and office teachers and of specialists in the area of disadvantaged and handicapped. Although the material has not been field tested, it is being used with successful results by students and teachers throughout Kentucky.

STATE
SUBMITTING
ABSTRACT

Name of State	Kentucky
Agency	Curriculum Development Center
Address	152 Taylor Education Building University of Kentucky
	Lexington, Kentucky Phone AC/ 606/258-4946

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 004

TITLE OF MATERIALS: HANDLING THE MAIL

Date developed and/or revised: Developed 1972 Revised 1973

NAME OF DEVELOPER(S):
Mrs. Mattie Cox, Teacher of Business and Office Education, Grant County High School, Williamstown, Kentucky
Mrs. Roberta Knox, Teacher of Business and Office Education, Dayton High School, Dayton, Kentucky

Edited by Mrs. Judith Parsley, Materials Specialist Curriculum Development Center of Kentucky
Revised by Mrs. Martha Keeton, Materials Specialist Curriculum Development Center of Kentucky.

HANDLING THE MAIL
U.S. MAIL
4th Class PARCELS
2nd & 3rd Class
1st Class

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages 75 Pages ___ Minutes ___ Minutes ___ Color

___ B & W ___ B & W ___ B & W

___ Color ___ Color ___ Frames

___ Size ___ Size Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section

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COPYRIGHT RESTRICTIONS: ( )Yes (X)No

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☐ Other Explain

TO ORDER, PLEASE CONTACT: Mrs. Martha Keeton, Materials Specialist of Business and Office Education

606/258-4946

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The material in this curriculum guide is designed to assist disadvantaged students interpret postal regulations and carry out the duties, responsibilities, and procedures in handling mail efficiently and accurately. It is based on recommendations of an advisory committee made up of business and office teachers and of specialists in the area of disadvantaged and handicapped. Although the material has not been field tested, it is being used with successful results by students and teachers throughout Kentucky.

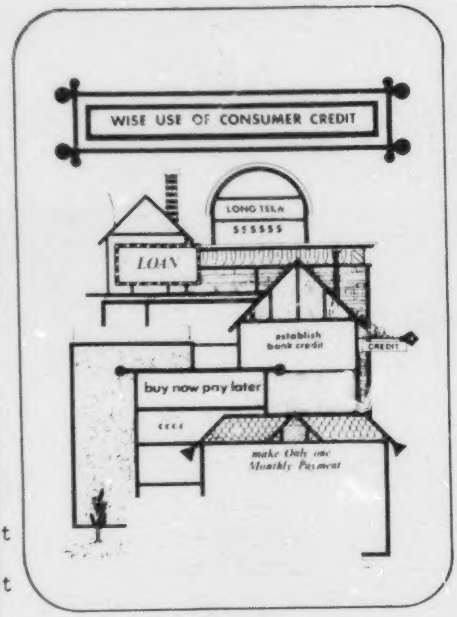
STATE SUBMITTING ABSTRACT

Name of State
Kentucky
Agency
Curriculum Development Center
Address
152 Taylor Education Building
University of Kentucky
Lexington, Kentucky Phone AC/ 606/258-4946

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 005



TITLE OF MATERIALS

WISE USE OF CONSUMER CREDIT

Date developed and/or revised: Developed 1972 Revised 1974

NAME OF DEVELOPER(S)

Ms. Caroline Bennett, Teacher of Business and Office Education, Ahrens Vocational-Technical High School, Louisville, Kentucky.

Edited by Mrs. Judith Parsley, Materials Specialist
Curriculum Development Center of Kentucky
Revised by Mrs. Martha Keeton, Materials Specialist
Curriculum Developement Center of Kentucky

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	80 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

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Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $ 3.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: Mrs. Martha Keeton, Materials Specialist of Business and Office Education
606/258-4946

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

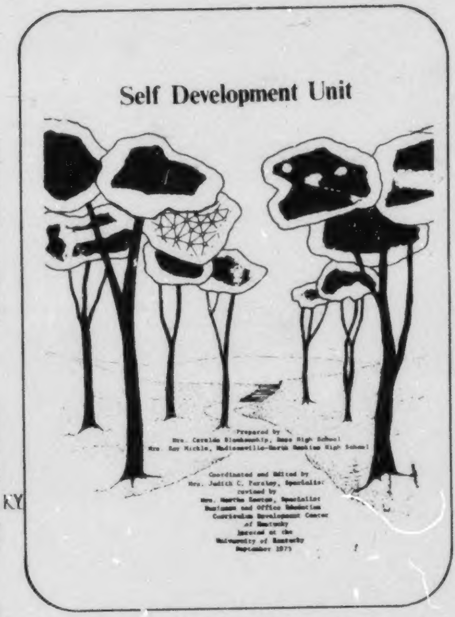
The material in this curriculum guide is designed to help disadvantaged students function in the business world, both as an office worker and as a private citizen. It is based on recommendations of an advisory committee made up of business and office teachers and of specialists in the area of disadvantaged and handicapped. Although the material has not been field tested, it is being used with successful results by students and teachers throughout Kentucky.

STATE
SUBMITTING
ABSTRACT

Name of State Kentucky
Agency Curriculum Development Center
152 Taylor Education Building
Address University of Kentucky
Lexington, Kentucky
Phone AC/ 606/258-4946

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


Self Development Unit

IL 000 006

TITLE OF MATERIALS SELF DEVELOPMENT

Date developed and/or revised: Developed 1972 Revised 1973

NAME OF DEVELOPER(S)
Mrs. Cerelda Blankenship, Teacher of Business and Office Education, Doss High School, Louisville, KY
Mrs. Ray Mickle, Teacher of Business and Office Education, North Hopkins High School, Madisonville, KY
Edited by Mrs. Judith Parsley, Materials Specialist Curriculum Development Center of Kentucky
Revised by Mrs. Martha Keeton, Materials Specialist Curriculum Development Center of Kentucky

---

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	36 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT: Mrs. Martha Keeton, Materials Specialist of Business and Office Education
606/258-4946

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

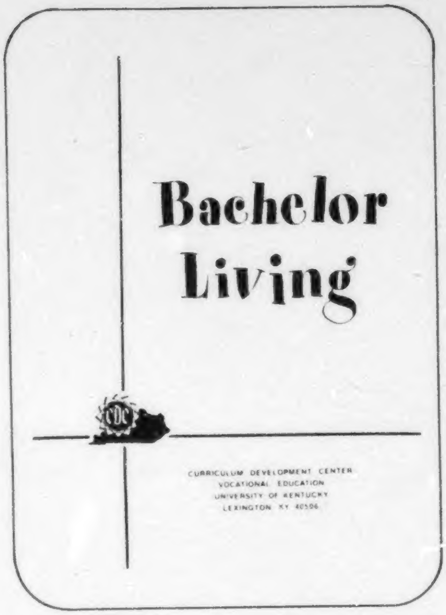
This curriculum guide is designed to assist those students who have not had the economic home environment which can equip them with knowledge of acceptable personal and social qualities in the business world. It is based on recommendations of an advisory committee made up of business and office teachers and of specialists in the area of disadvantaged and handicapped. Although the material has not been field tested, it is being used with successful results by students and teachers throughout Kentucky.

STATE SUBMITTING ABSTRACT

Name of State	Kentucky
Agency	Curriculum Development Center
Address	152 Taylor Education Building University of Kentucky
	Lexington, Kentucky Phone AC/ 606/258-4946

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


Bachelor Living

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON KY 40506

IL 000 007

TITLE OF MATERIALS
BACHELOR LIVING CURRICULUM GUIDE for
CONSUMER HOMEMAKING EDUCATION

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)
Agnes Durbin, Home Economics Teacher
Lexington Junior High School, Lexington, Kentucky

Rosemary Sutton, Home Economics Teacher
Berea Community School, Berea, Kentucky

Joyce Threlkeld, Curriculum Specialist in
Home Economics
Curriculum Development Center
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	approx. 256 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:
Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide was developed to be used as a resource guide in planning and teaching a boy's home economics course at the senior high level. It may be adapted for any grade on the senior high level and may be taught as either a semester course or full year course.

STATE
SUBMITTING
ABSTRACT

Name of State
Kentucky

Agency Curriculum Development Center

Address
151 Taylor Education Building, University of Kentucky

Lexington, Kentucky 40506
Phone AC/ 606-257-4760

IL 000 008

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS: CARING for INFANTS in DAY CARE CENTERS

Date developed and/or revised: 1972

Caring for Infants in Day Care Centers

NAME OF DEVELOPER(S):
Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 73 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

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Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This unit was developed to be used for upgrading programs for Child Day Care Center Personnel.

The guide is based on courses taught at Northern Kentucky Area Vocational School, Covington Kentucky and Ahrens and Durrett High Schools, Louisville, Kentucky.

The guide is used by Home Economics teachers in all areas of Kentucky to upgrade day care workers who care for infants.

STATE SUBMITTING ABSTRACT

Name of State
Kentucky

Agency
Curriculum Development Center

Address
151 Taylor Education Building, University of Kentucky
Lexington, Kentucky 40506 Phone AC/ 606-257-4760

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 009

TITLE OF MATERIALS
SEMINAR ON SANITATION UNIT II

Date developed and/or revised: 1972

Seminar
On
Sanitation
Unit
2
PROPER FOOD STORAGE
FOOD TEMPERATURE
WAITRESS TRAINING

NAME OF DEVELOPER(S)
Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	43 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide is the second of two short seminars on sanitation to upgrade restaurant owners and managers on sanitary practices.

The guide was developed in cooperation with the Kentucky Home Economics Education Unit, the Kentucky Department of Health and the Kentucky Restaurant Association.

The guide was field tested in three vocational schools and has been used to conduct short seminars in Kentucky.

STATE SUBMITTING ABSTRACT

Name of State
Kentucky

Agency
Curriculum Development Center

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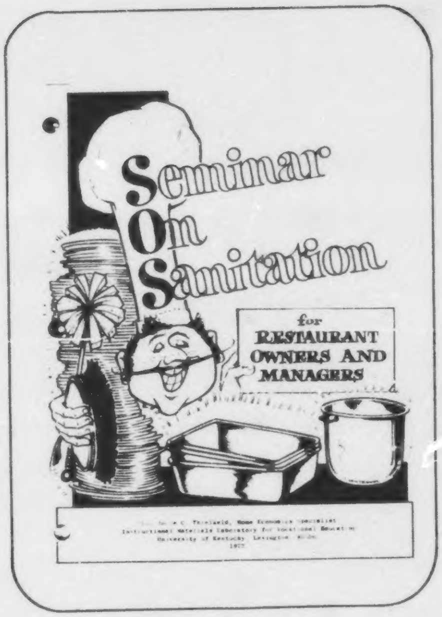
Lexington, Kentucky 40506

Phone AC/ 606-257-4760

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 010

TITLE OF MATERIALS

SEMINAR ON SANITATION for Restaurant Owners
and Managers UNIT I

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	45 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide is the first of two short seminars on sanitation to upgrade restaurant owners and managers on sanitary practices.

The need for such a unit and the content outline was established by representatives of the Kentucky Home Economics Education Unit, the Kentucky Department of Health and the Kentucky Restaurant Association.

The guide was field tested by Home Economics Food Service teachers at Ashland Area Vocational School, Northern Kentucky Area Vocational School, and Owensboro Area Vocational School.

The final guide has been used to teach short seminars in many areas of Kentucky.

STATE SUBMITTING ABSTRACT

Name of State
Kentucky

Agency
Curriculum Development Center

Address
151 Taylor Education Building, University of Kentucky

Lexington, Kentucky 40506 Phone AC/ 606-257-4760

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

PREPARING TRANSPARENCIES FOR THE OVERHEAD PROJECTOR

IL 000 011

TITLE OF MATERIALS
Preparing Transparencies for the
OVERHEAD PROJECTOR

Date developed and/or revised: May, 1973

NAME OF DEVELOPER(S)
Raymond Gilmore
Assistant Material Specialist
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	31 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
Raymond Gilmore, Assistant Material Specialist (Artist)
Curriculum Development Center
Room 27, Dickey Hall
University of Kentucky
Lexington, Kentucky 40506
Phone (606) 258-5921

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Preparing Transparencies for the Overhead Projector" was developed for teachers of Vocational Education in Kentucky at their request; however, since transparencies are a valuable teaching aid in any classroom, this unit is general in nature and designed to be of help to teachers in any classroom situation.

The unit contains instructions on how to make simple drawings for transparencies, how to trace drawings and illustrations from periodicals, how to reduce and enlarge illustrations to fix the transparency size, how to make a color lift, and how to color transparencies. It also describes equipment and materials needed.

The unit contains input from teachers, curriculum developers, laymen, and artists; however, the artists of the Curriculum Development Center, University of Kentucky, are the primary contributors.

This booklet is currently being used in the Media Lab at the University of Kentucky, College of Education. It has been distributed to student teachers by the teacher education staff in vocational education. The bulk of users are some 200 vocational teachers across the commonwealth of Kentucky.

STATE SUBMITTING ABSTRACT

Name of State Kentucky

Agency Curriculum Development Center, Department of Vocational Education

Address 151 Taylor Education Building, University of Kentucky

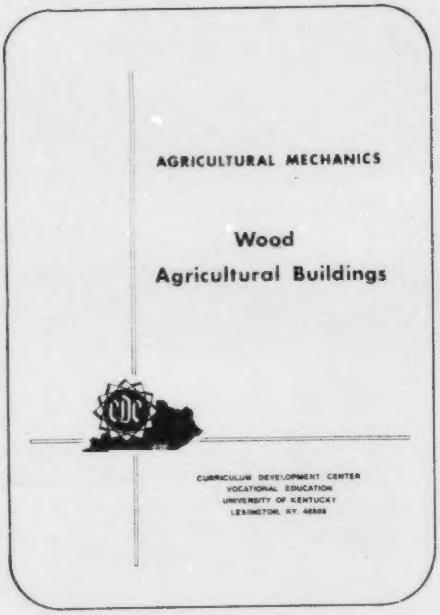
Lexington, Kentucky 40506 Phone AC/ 606-258-4631

IL 000 012

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS	Agricultural Mechanics Wood Agricultural Buildings Date developed and/or revised: 1974
NAME OF DEVELOPER(S)	Paul Williams, Teacher of Agriculture Morgan County High School West, Liberty, Kentucky Bruce Carpenter, Curriculum Specialist University of Kentucky


AGRICULTURAL MECHANICS

Wood
Agricultural Buildings

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY. 40506

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 29 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

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By whom:

Other comment: Inservice concerning format and unit use is needed.

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Bruce Carpenter, Curriculum Specialist in Agriculture
Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506
(606) 258-2797

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE SUBMITTING ABSTRACT

Name of State
Kentucky

Agency
Curriculum Development Center

Address
151 Taylor Education Building, University of Kentucky

Lexington, Kentucky 40506 Phone AC/ 606-258-2797

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 013

TITLE OF MATERIALS

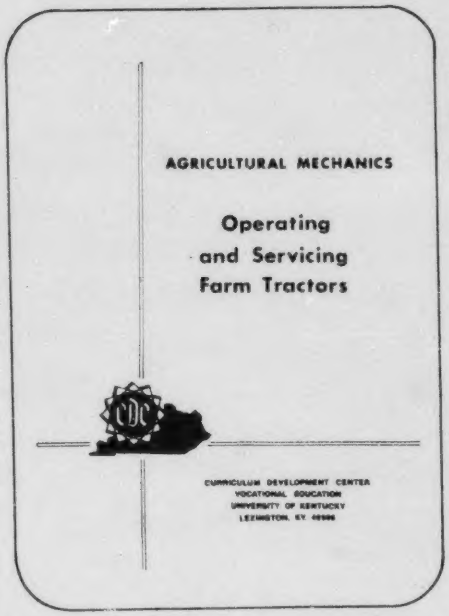
Agricultural Mechanics
Operating and Servicing Farm Tractors

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

L. C. Skaggs, Teacher of Agriculture
Fleming County High School
Flemingsburg, Kentucky

Bruce Carpenter, Curriculum Specialist
University of Kentucky


AGRICULTURAL MECHANICS

Operating
and Servicing
Farm Tractors

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY. 40506

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 54 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

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Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506
(606) 258-2797

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE SUBMITTING ABSTRACT

Name of State Kentucky
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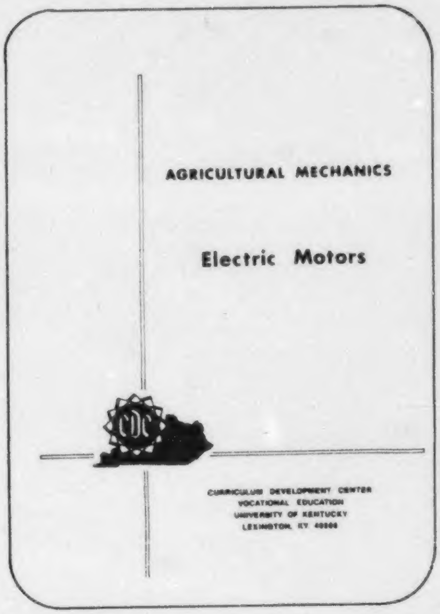
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


AGRICULTURAL MECHANICS

Electric Motors

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY 40506

IL 000 014

TITLE OF MATERIALS

Agricultural Mechanics
Electric Motors

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Delmer Dalton, Teacher of Agriculture
Bryan Station High School
Lexington, Kentucky

Bruce Carpenter, Curriculum Specialist
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	51 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Bruce Carpenter, Curriculum Specialist in Agriculture
Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506
(606) 258-2797

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE SUBMITTING ABSTRACT

Name of State
Kentucky

Agency
Curriculum Development Center

Address
151 Taylor Education Building, University of Kentucky
Lexington, Kentucky 40506 Phone AC/ 606-258-2797

OCCUPATIONAL CURRICULUM

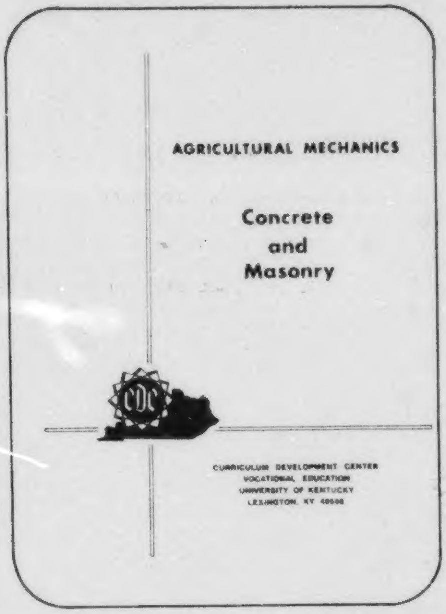
MATERIALS ABSTRACT

IL 000 015

TITLE OF MATERIALS

Agricultural Mechanics
Concrete and Masonry

Date developed and/or revised: 1974



AGRICULTURAL MECHANICS

Concrete
and
Masonry

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY 40506

NAME OF DEVELOPER(S)

William White, Teacher of Agriculture
Eubank High School
Eubank, Kentucky

Bruce Carpenter, Curriculum Specialist
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 83 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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By whom:

Other comment: Inservice concerning format and unit use is needed.

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

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Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506
(606) 258-2797

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE SUBMITTING ABSTRACT

Name of State
Kentucky

Agency
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Address
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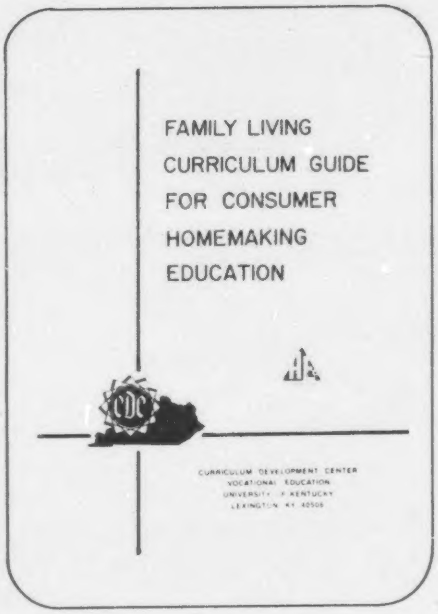
Lexington, Kentucky 40506 Phone AC/ 606-258-2797

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



FAMILY LIVING
CURRICULUM GUIDE
FOR CONSUMER
HOMEMAKING
EDUCATION

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY 40506

IL 000 016

TITLE OF MATERIALS

FAMILY LIVING CURRICULUM GUIDE for
CONSUMER HOMEMAKING EDUCATION

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Martha Taylor, Home Economics Teacher
Nicholas County High School, Carlisle, Kentucky

Rebecca Toadvine, Home Economics Teacher
Jessamine County High School, Nicholasville, Kentucky

Joyce Threlkeld, Curriculum Specialist in Home
Economics, Curriculum Development Center,
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	336 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

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TO ORDER, PLEASE CONTACT:

Joyce Cotton Threlkeld
Curriculum Specialist in Home Economics
Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide was developed to be used as a resource guide in planning and teaching a family living course at the senior high level. It may be taught for 11th and 12th grade students on either a yearly or semester basis.

STATE SUBMITTING ABSTRACT

Name of State Kentucky
Agency Curriculum Development Center
Address 151 Taylor Education Building, University of Kentucky
Lexington, Kentucky 40506 Phone AC/ 606-257-4760

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 017

TITLE OF MATERIALS

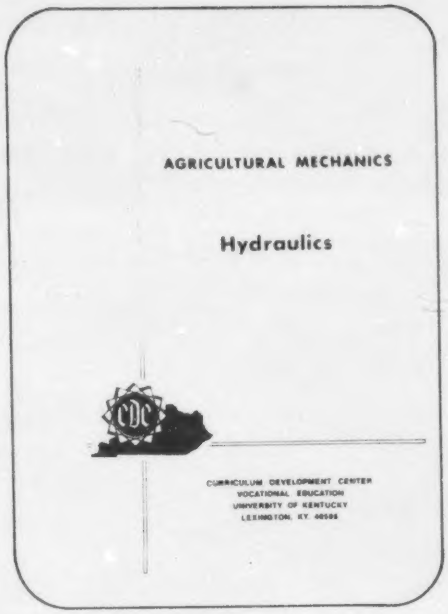
Agricultural Mechanics
Hydraulics

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

James Woodrow, Teacher of Agriculture
Jeffersontown Area Vocational School
Jeffersontown, Kentucky

Bruce Carpenter, Curriculum Specialist
University of Kentucky



AGRICULTURAL MECHANICS

Hydraulics

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY. 40506

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 78 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506
(606) 258-2797

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Abstract Prepared in 1974

DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE
SUBMITTING
ABSTRACT

Name of State
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Curriculum Development Center

Address
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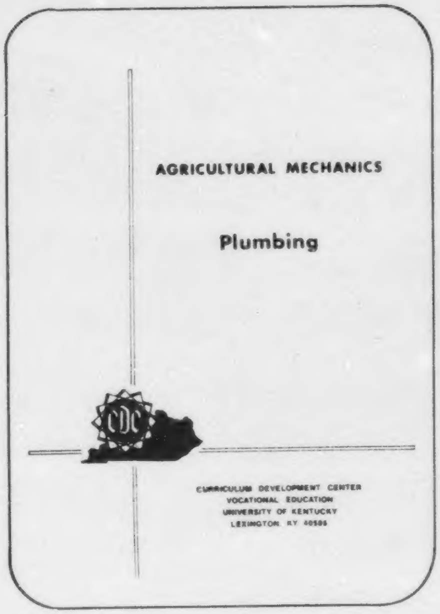
Phone AC/ 606-258-2797

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 018


AGRICULTURAL MECHANICS

Plumbing

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON KY 40506

TITLE OF MATERIALS

Agricultural Mechanics
Plumbing

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Danny Montgonery, Teacher of Agriculture
Montgomery County High School
Mt. Sterling, Kentucky

Bruce Carpenter, Curriculum Specialist
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	50 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Lexington, Kentucky 40506
(606) 258-2797

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE
SUBMITTING
ABSTRACT

Name of State
Kentucky

Agency
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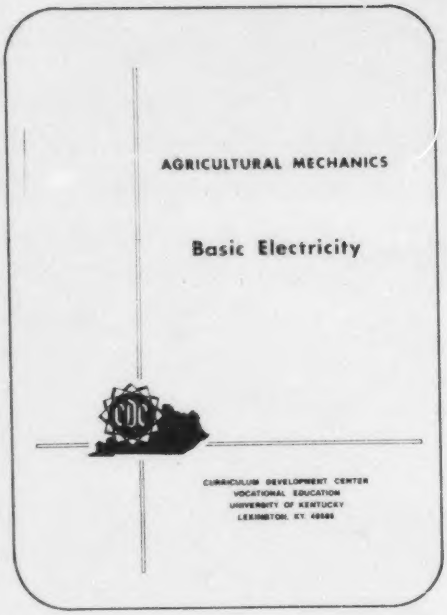
Lexington, Kentucky 40506 Phone AC/ 606-258-2797

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 019


AGRICULTURAL MECHANICS

Basic Electricity

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY. 40506

TITLE OF MATERIALS

Agricultural Mechanics
Basic Electricity

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Jewell Colliver, Teacher of Agriculture
Park City High School
Park City, Kentucky 42160

Bruce Carpenter, Curriculum Specialist
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	73 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Curriculum Development Center
151 Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506
(606) 258-2797

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE SUBMITTING ABSTRACT

Name of State: Kentucky

Agency: Curriculum Development Center

Address: 151 Taylor Education Building, University of Kentucky

Lexington, Kentucky 40506

Phone AC/ 606-258-2797

OCCUPATIONAL CURRICULUM

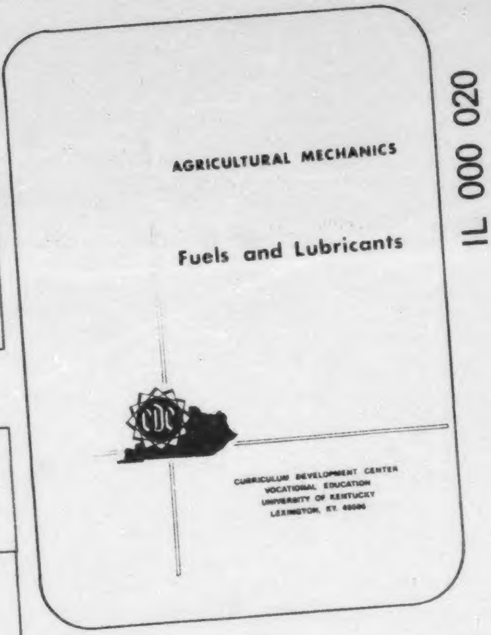
MATERIALS ABSTRACT

IL 000 020

TITLE OF MATERIALS

Agricultural Mechanics
Fuels and Lubricants

Date developed and/or revised: 1974


AGRICULTURAL MECHANICS

Fuels and Lubricants

CURRICULUM DEVELOPMENT CENTER
VOCATIONAL EDUCATION
UNIVERSITY OF KENTUCKY
LEXINGTON, KY. 40506

NAME OF DEVELOPER(S)

John Crowder, Teacher of Agriculture
Jessamine County High School
Nicholasville, Kentucky

Bruce Carpenter, Curriculum Specialist
University of Kentucky

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 41 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Abstract Prepared in 1974

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DESCRIPTOR:

Based on a need expressed by teachers, teacher educators, and the state staff in Kentucky this unit was produced through the cooperative effort of a teacher with expertise in the technical area, a content consultant, and a curriculum specialist. Field testing of the unit was completed in May, 1974.

STATE SUBMITTING ABSTRACT

Name of State
Kentucky

Agency
Curriculum Development Center

Address
151 Taylor Education Building, University of Kentucky

Lexington, Kentucky 40506
Phone AC/ 606-258-2797

IL 000 021

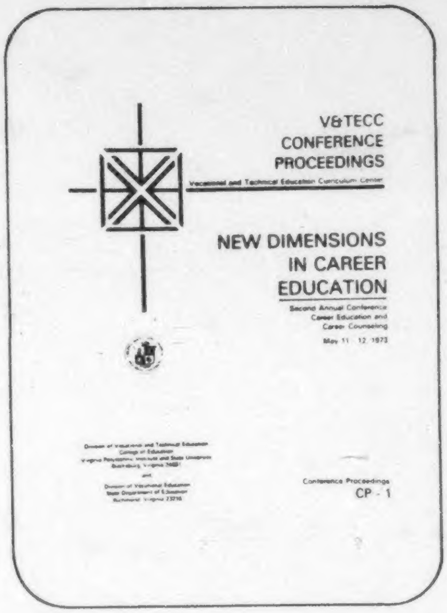
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS New Dimensions in Career Education

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Thomas H. Hohenshil, Editor
College of Education
Virginia Polytechnic Institute and State University



V&TECC
CONFERENCE
PROCEEDINGS
Vocational and Technical Education Curriculum Center

NEW DIMENSIONS
IN CAREER
EDUCATION

Second Annual Conference
Career Education and
Career Counseling
May 11 - 12, 1973

Conference Proceedings
CP - 1

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 66 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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TO ORDER, PLEASE CONTACT: Harry Smith, Director of Public Information and Publications
State Department of Education, P. O. Box 6-Q,
Richmond, Virginia 23216

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

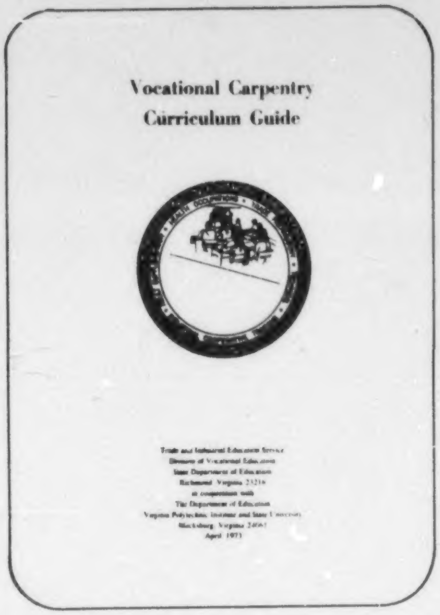
This is a report of a conference held at Virginia Polytechnic Institute and State University in May, 1973. The purpose of the conference was to analyze the changing roles of counselors, teachers, and administrators in emerging career education programs as seen from national, state, and local levels. Contained in the report are papers presented by Dr. Norman C. Gysbers, University of Missouri; Dr. Byrl Shoemaker, Ohio Division of Vocational Education; Dr. Dean L. Hummel, Virginia Polytechnic Institute and State University; and special reports of career education projects in Virginia.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 022

TITLE OF MATERIALS

Vocational Carpentry Curriculum Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Trade and Industrial Education Service,
Division of Vocational Education,
State Department of Education,
Virginia

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
145 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes (

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The guide has been developed for use in Vocational Trade classes with emphasis on light or residential type construction. It has been planned as a two year sequence, incorporating 1080 class hours of instruction. The guide was developed by a group of carpentry instructors in a curriculum workshop at Virginia Polytechnic Institute and State University. The guide contains eleven units of instruction. Also included is a section containing many masters which may be used as handout sheets or as transparencies.

STATE SUBMITTING ABSTRACT

Name of State Virginia
Agency Division of Vocational and Technical Education
Address Virginia Polytechnic Institute and State University
Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

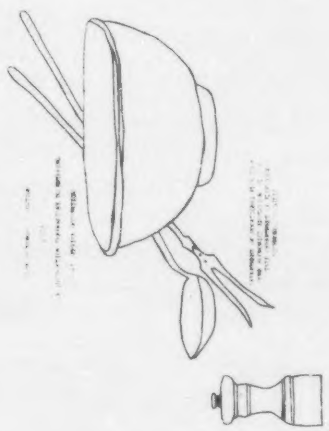
MATERIALS ABSTRACT

IL 000 023

TITLE OF MATERIALS Guide for Instruction Preparatory to Entering Food Service Occupations - Home Economics Education

Date developed and/or revised: 1970

NAME OF DEVELOPER(S)
Home Economics Education Service,
Division of Vocational Education,
State Department of Education,
Virginia



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 42 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

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Abstract Prepared in 1974

DESCRIPTOR:

This course is planned to prepare high school students for entering employment in food service occupations upon completing or leaving high school. Food service occupations include semi-skilled or entry jobs such as counter service worker, assistant cook, lunch-sandwich girl, caterer's helper, etc. The duration of the courses should be of sufficient length to assure the development of proficiency on a given job and will require two periods daily for one, two, or three years. Five units are included in the guide: nature and scope of food service work, desirable personal qualities, safe food handling, care and use of equipment and basic skills in management of work and preparation and service of food. Also included in the guide are sections on teaching the course and recommendations for placement and follow-up.

STATE SUBMITTING ABSTRACT

Name of State Virginia
Agency Division of Vocational and Technical Education
Address Virginia Polytechnic Institute and State University
Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 024

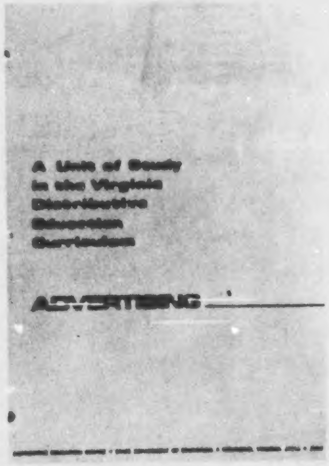
TITLE OF MATERIALS

Advertising - A Unit of Study in the Virginia Distributive Education Curriculum

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Distributive Education Service,
Division of Vocational Education,
State Department of Education
Virginia


A Unit of Study in the Virginia Distributive Education Curriculum

ADVERTISING

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	435 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Richmond, Virginia 23216

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This unit of instruction is designed for use in both the beginning and advanced cooperative plan courses, DE II (11th grade) and DE III (12th grade). It is also applicable to the project plan courses, Marketing I, Marketing II, Senior Marketing, and Fashion Merchandising. An advisory committee composed of advertising specialists, distributive businessmen, and distributive educators was established to direct the development of this guide. The design of this unit is based on advertising competencies identified in the Crawford study and work of the Distributive Education Inter-State Consortium Project. Section 1 of the guide is concerned with the "Who, Why, What, When, Where, and How of Advertising." Specific objectives are provided for each of the eight topics. Section 2 is the project of establishing and operating an advertising agency in the classroom, called "A Learning Environment for Advertising." Procedures for implementing this project and for utilizing the recommended environmental simulation method of teaching are described.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

IL 000 025

OCCUPATIONAL CURRICULUM

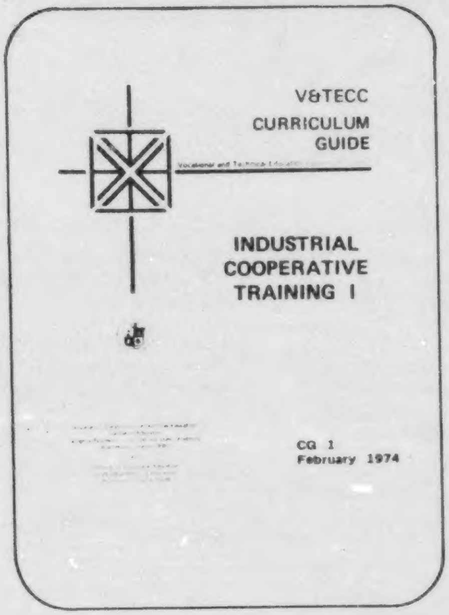
MATERIALS ABSTRACT

TITLE OF MATERIALS

Industrial Cooperative Training I

Curriculum Guide

Date developed and/or revised: 1974


V&TECC
CURRICULUM
GUIDE

INDUSTRIAL
COOPERATIVE
TRAINING I

CG 1
February 1974

NAME OF DEVELOPER(S)

Division of Vocational and Technical Education, Virginia Polytechnic Institute and State University and Trade and Industrial Education Service, Division of Vocational Education, State Department of Education, Virginia

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TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	263 Pages	____ Minutes	____ Minutes	____ Color
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		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

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TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The primary purpose of this guide is to present certain basic sample lesson plans for ICT Coordinators. In the development of this guide during the summers of 1972 and 1973 at Virginia Polytechnic Institute and State University, attention was centered on fostering the behavioral objectives delineated for the generally related study aspect of ICT. The sample lessons contained in this guide are only suggestive and not designed as a course of study to be followed rigidly. The guide does offer suggestions for objectives, content and methods in teaching generally related study. A great variety of professionally prepared transparency master pages are included. Each lesson contains an extensive list of references and films.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

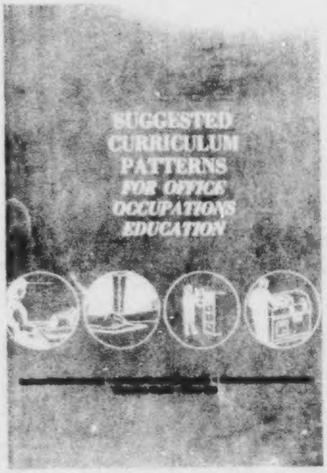
MATERIALS ABSTRACT

IL 000 026

TITLE OF MATERIALS Suggested Curriculum Patterns for Office Occupations Education

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Business Education Service,
Division of Vocational Education,
State Department of Education,
Virginia



SUGGESTED CURRICULUM PATTERNS FOR OFFICE OCCUPATIONS EDUCATION

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 204 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

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FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Suggested curriculum patterns are given for each occupational cluster to show how the units may be developed during the junior and senior years in school. In most cases the units have been arranged so that the teacher is able to move from the fundamental skills to the sophisticated processes of the job. Topical outlines for each instructional unit are included in this guide. These outlines are abbreviated and are not intended to give information to the extent that would be found in a course of study or teacher's manual. The topical outline gives a brief description of the purpose of the unit, teaching tips, topical listings, and reference materials. A study of the units will show some overlapping of content. Teachers must adjust the contents of the units of instruction to the needs of their occupational education programs. Specific subject courses of study are to be consulted along with this curriculum guide.

STATE SUBMITTING ABSTRACT

Name of State
Virginia

Agency
Division of Vocational and Technical Education

Address
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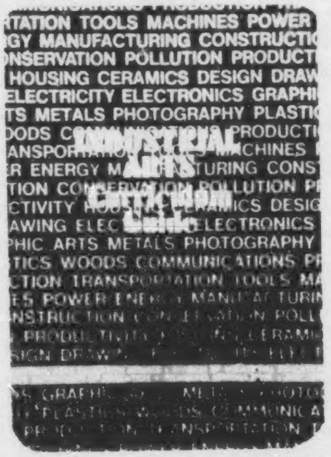
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 027



TITLE OF MATERIALS

Industrial Arts Curriculum Guide

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

State Department of Education
Division of Vocational Education
Industrial Arts Education Service

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 109 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Developed by a curriculum committee, this guide was prepared to assist the industrial arts teacher in presenting curriculum content based upon technology. The guide describes a system or series of approaches to teaching which allows for great flexibility and individualization. Content and method are presented to include the total scope of industrial arts subject matter at the secondary level. Through a unique organization that introduces a system for presenting subject matter content, the guide applies to all instructional areas at the secondary level--general industrial arts, mechanical drawing, woodworking, communications, etc. Included in the guide is information on curriculum content and design, but major emphasis is focused on an explanation of varied teaching approaches, i.e., the unit method, the group project, the line production, educational television, etc. Also included are a listing of free and rental films, available resource materials, suggested readings for the teacher, and a set of 51 transparency masters.

STATE SUBMITTING ABSTRACT

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OCCUPATIONAL CURRICULUM

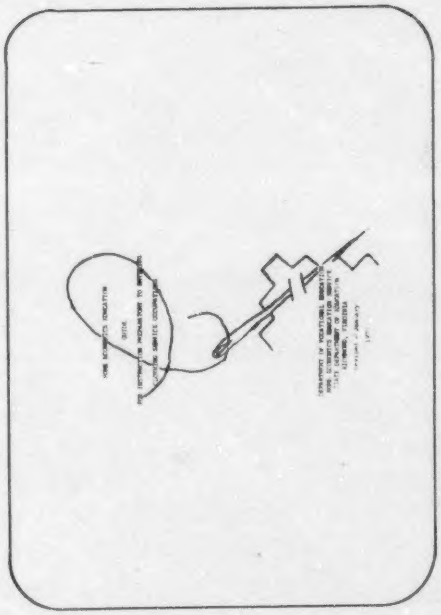
MATERIALS ABSTRACT

IL 000 028

TITLE OF MATERIALS

Home Economics Education Guide for Instruction
Preparatory to Entering Clothing Service
Occupation

Date developed and/or revised: 1970



NAME OF DEVELOPER(S)

Home Economics Education Service,
Department of Vocational Education,
State Department of Education
Virginia

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	29 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This unit of instruction is intended to prepare students for entering the clothing services occupations. Completion of the course requires two periods daily for one or two years. During this time, students should be gaining on-the-job experience in actual work situations. Preferably students should have had 1 or 2 years of previous Homemaking education. The course is broken down into 7 short units including information on clothing service occupations and the personal qualities necessary for employment, basic sewing skills, care of sewing equipment, alteration and repair of garments and home furnishings. Each unit includes non-behavioral objectives, course content and suggested experiences (teaching tips) as well as a short bibliography. Included at the end of the course guide are some hints for teaching the course and arranging on-the-job experience.

STATE SUBMITTING ABSTRACT

Name of State
Virginia

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Division of Vocational and Technical Education

Address
Virginia Polytechnic Institute and State University

Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 029

TITLE OF MATERIALS

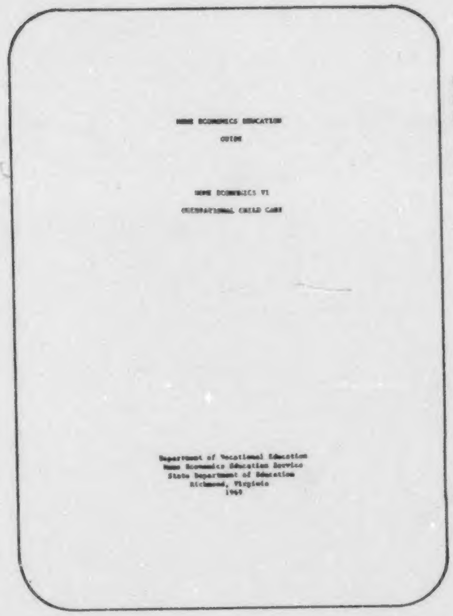
Home Economics Education Guide

Home Economics VI - Occupational Child Care

Date developed and/or revised: 1969

NAME OF DEVELOPER(S)

Home Economics Education Service,
Department of Vocational Education,
State Department of Education, Richmond
Virginia



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	28 Pages	____ Minutes	____ Minutes	____ Color
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		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The purpose of this Home Economics Education Guide is to prepare secondary school students for employment in Child Day-Care Centers or other institutions giving care to children. The course includes orientation to the nature of work in child care occupations, development of desirable personal qualities for occupational success, extensive training in occupational functions, development of basic skills in child care and development, and an understanding of the essential elements in employment situations. The booklet is organized in two sections. The first covers organization of course and concepts to be developed; the second covers desired outcomes, which is divided into 9 parts. Each of these parts, in outline form, lists content to be taught and suggested experiences.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
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IL 000 030

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Home Economics Guide, Occupational Home Economics Institutional Housekeeping Aide

Date developed and/or revised: 1970

NAME OF DEVELOPER(S)

Home Economics Education Service,
Department of Vocational Education,
State Department of Education
Virginia

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 22 Pages

☐ Video Tape ___Minutes ___B & W ___Color ___Size

☐ Film ___Minutes ___B & W ___Color ___Size

☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

This Home Economics Education Guide is planned to prepare students for entering employment as Institutional Housekeeping Aides, which services include semi-skilled or entry jobs such as cleaning rooms in institutions, changing beds, making bathrooms sanitary, etc. To provide actual work situations, on-the-job work training is required. The objectives of this course are presented in Units with outlines of content and suggested experiences. Also, tips for teaching the course, planning lessons and experiences, and placement-of-trainees suggestions are given.

STATE SUBMITTING ABSTRACT

Name of State
Virginia

Agency
Division of Vocational and Technical Education

Address
Virginia Polytechnic Institute and State University

Blacksburg, Va. 24061 Phone AC/ 703-951-5237

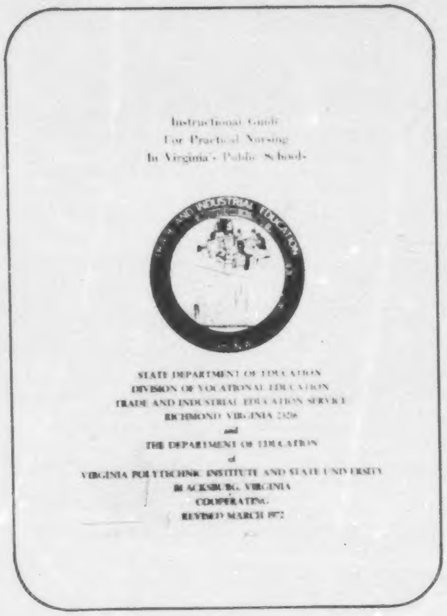
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS Instructional Guide for Practical Nursing in Virginia's Public Schools

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Virginia State Department of Education, Division of Vocational Education, Trade and Industrial Education Service; Department of Education, Virginia Polytechnic Institute and State University



Instructional Guide
For Practical Nursing
In Virginia's Public Schools

STATE DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION
TRADE AND INDUSTRIAL EDUCATION SERVICE
RICHMOND, VIRGINIA 23216
and
THE DEPARTMENT OF EDUCATION
of
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
BLACKSBURG, VIRGINIA
COOPERATING
REVISED MARCH 1972

IL 000 031

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
275 Pages

☐ Video Tape
___ Minutes
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___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
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___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This Instructional guide covers two broad areas, (1) Basic Foundations of Practical Nursing and (2) Advanced Practical Nursing, each of which is composed of individual units. The Basic Foundations Course has a suggested teaching time of 480-540 hours and includes the following areas: Personal and Vocational Relationships, Anatomy and Physiology, Normal Nutrition, Nursing Arts, Medical-surgical nursing I, Community Health, Administration of medicines, and Normal Life Span. The second section of the guide, Advanced Practical Nursing Outlines, has a suggested teaching time of 32-36 weeks and places major emphasis on Obstetric Nursing, Radiotric Nursing, Medical-surgical and Nursing II. Each individual course outline includes a course description, suggested course location, recommended teaching time, and a list of references. The actual teaching guide for each outline includes expected behavioral outcomes, content, and suggested activities.

STATE SUBMITTING ABSTRACT

Name of State Virginia
Agency Division of Vocational and Technical Education
Address Virginia Polytechnic Institute and State University
Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

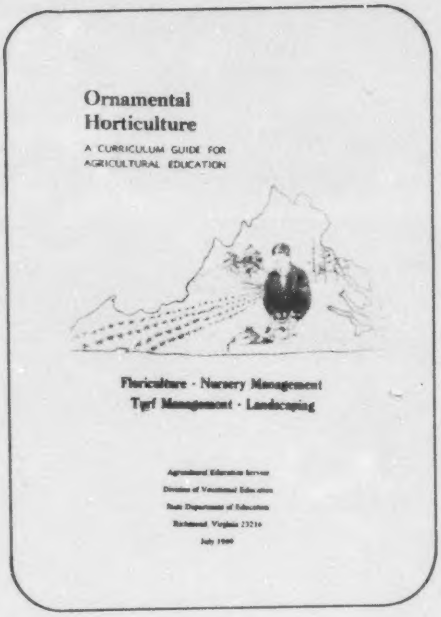
TITLE OF MATERIALS

Ornamental Horticulture:
A Curriculum Guide for Agricultural Education

Date developed and/or revised: 1969

NAME OF DEVELOPER(S)

Agricultural Education Service,
Division of Vocational Education, State
Department of Education; Virginia Polytechnic
Institute; and Virginia State College



Ornamental
Horticulture
A CURRICULUM GUIDE FOR
AGRICULTURAL EDUCATION

Floriculture · Nursery Management
Turf Management · Landscaping

IL 000 032

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
46 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
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____ Color
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Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

The purpose of this curriculum guide is to provide students with the skills and attitudes required for employment in the field of ornamental horticulture and related occupations and to assist students in securing employment and advancing in these occupations. This booklet covers such areas as floriculture, nursery management, turf management, and landscaping. In outline form, major learning areas are analyzed, and suggested instructional materials and references for the course are given. Also, suggested facilities and equipment are listed for a vocational agriculture program in ornamental horticulture.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

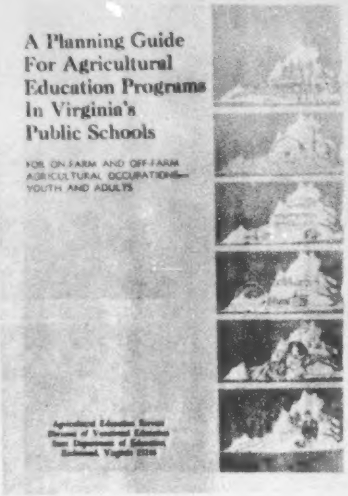
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

A Planning Guide for Agricultural Education Programs in Virginia's Public Schools

Date developed and/or revised: 1969



A Planning Guide For Agricultural Education Programs In Virginia's Public Schools

FOR ON-FARM AND OFF-FARM AGRICULTURAL OCCUPATIONS—YOUTH AND ADULTS

IL 000 033

NAME OF DEVELOPER(S)

Agricultural Education Service, Division of Vocational Education, State Department of Education; Virginia Polytechnic Institute; and Virginia State College

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TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	38 Pages	____ Minutes	____ Minutes	____ Color
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FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Richmond, Virginia 23216

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication is designed to present in very condensed form, the complete program of agricultural education and to serve teachers and administrators as a guide for developing such programs. It is intended for on-farm and off-farm occupations of both youth and adults. By way of introduction the purpose of agricultural education and some trends and implications for agriculture are described. The content material outlined here provides for 5 years of agricultural education, the first two in basic agricultural science and mechanics, the other three in appropriate optional courses in Production, Business, Processing and Marketing, Ornamental Horticulture, and Conservations and Forestry. Also included are outlines of programs for special needs of students and adults. A short list of agricultural education publications concludes this guide.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 034

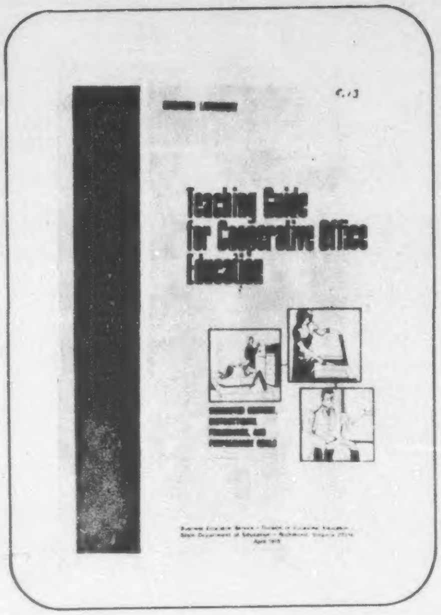
TITLE OF MATERIALS

Teaching Guide for Cooperative Office Education

Date developed and/or revised: 1970

NAME OF DEVELOPER(S)

Business Education Service,
Division of Vocational Education,
State Department of Education,
Richmond, Va.



Teaching Guide for Cooperative Office Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	206 Pages	___ Minutes	___ Minutes	___ Color
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		___ Color	___ Color	___ Frames
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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This manual has been prepared to serve as a handbook of approved content, plans, and teaching procedures. It is designed to provide practical suggestions for initiating, developing, operating, improving, and evaluating Cooperative Office Education. The content and student activities represent the essential training of the office worker according to the results of on-the-job observation, numerous job analyses, contributions to professional literature, and tested practices of experienced teacher-coordinators. The content of this Teaching Guide covers more than 50 separate catagories. Each has been developed in outline form which generally includes Unit Purposes, Materials and Supplies, Unit Content, Teaching Tips, Evaluation, and Reference Materials.

STATE SUBMITTING ABSTRACT

Name of State
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Division of Vocational and Technical Education

Address
Virginia Polytechnic Institute and State University

Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

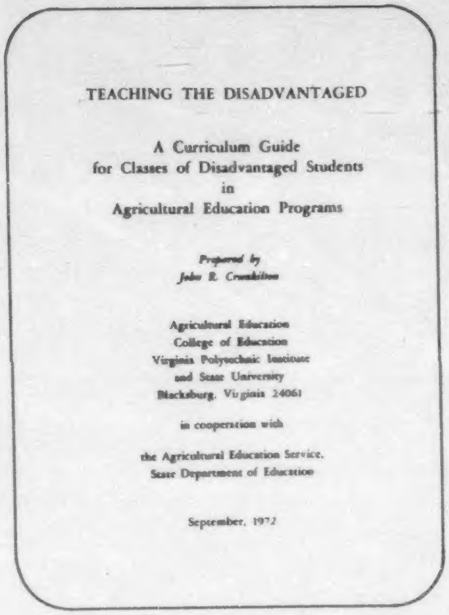
TITLE OF MATERIALS

Teaching the Disadvantaged

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

John R. Crunkilton, Associate Professor
Division of Vocational and Technical Education
College of Education
Virginia Polytechnic Institute and State University


TEACHING THE DISADVANTAGED

A Curriculum Guide
for Classes of Disadvantaged Students
in
Agricultural Education Programs

Prepared by
John R. Crunkilton

Agricultural Education
College of Education
Virginia Polytechnic Institute
and State University
Blacksburg, Virginia 24061

in cooperation with

the Agricultural Education Service,
State Department of Education

September, 1972

IL 000 035

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
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		____ Color	____ Color	____ Frames
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FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide was developed to assist vocational agriculture teachers in conducting educational programs for the disadvantaged. The enterprises, units and problem areas presented in the outline are intended to give teachers ideas and direction in selecting instructional units for classes of disadvantaged students. The twenty-four instructional areas presented in this outline are not intended to be taught within the scope of one school year. The teacher should review the guide and select those enterprises, units, or problem areas which serve to meet the needs of the students in the local community. Also included in this guide is a listing of occupations for the disadvantaged and a suggested procedure in relating those occupations to the instructional areas included in the guide.

STATE
SUBMITTING
ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
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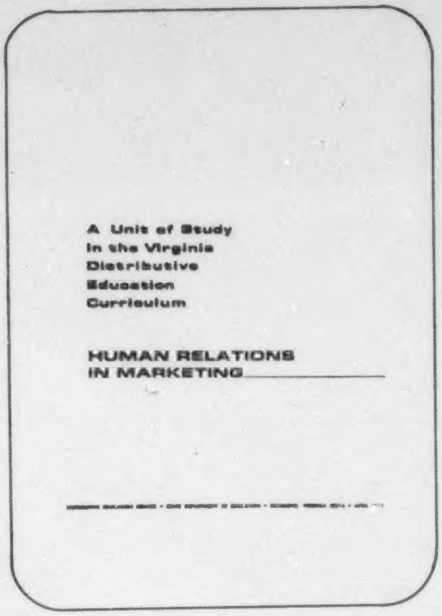
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 036



A Unit of Study in the Virginia Distributive Education Curriculum

HUMAN RELATIONS IN MARKETING

TITLE OF MATERIALS Human Relations In Marketing

Date developed and/or revised: 1971

NAME OF DEVELOPER(S) Kay B. Brown, Curriculum Specialist, Distributive Education Service, Vocational Education Division, State Department of Education, Virginia.

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 137 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

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FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This unit is designed for use in first year Distributive Education cooperative programs in order to develop social competencies in Human Relations needed by distributive employees. The content of the unit focuses on self-improvement in human relations and on preventing and solving problems involving associations with co-workers, supervisors, and customers. Specific topics covered are: (1) Putting the "U" (You) In Human Relations; (2) Preventing and Solving Human Relations Problems; (3) Your Relations with Co-workers; (4) Your Relations with Management; and (5) Your Relations with Customers. Each topic area is arranged in a T-form teaching plan which includes content and teaching tips. Included in each topic section are transparency masters, and a variety of vocational learning experiences in the form of projects and participation activities. Also included is a bibliography covering the entire unit topics.

STATE SUBMITTING ABSTRACT

Name of State: Virginia

Agency: Division of Vocational and Technical Education

Address: Virginia Polytechnic Institute and State University

Blacksburg, Va. 24061 Phone AC/ 703-951-5237

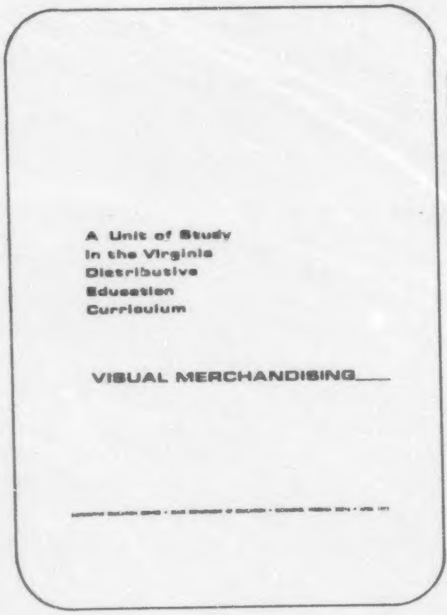
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Visual Merchandising

Date developed and/or revised: 1972



A Unit of Study
in the Virginia
Distributive
Education
Curriculum

VISUAL MERCHANDISING

IL 000 037

NAME OF DEVELOPER(S)

Dr. Kay Brown, Curriculum Specialist,
Distributive Education Department,
Vocational Education Division, State
Department of Education
Richmond, Virginia

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

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TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Designed for use in beginning cooperative plan courses, this unit is in loose leaf form and is arranged in a T-form outline. General behavioral objectives for the entire unit as well as specific behavioral objectives for each topic are included. Other design features include summary sheets, incorporation of DECA competitive events, projects, specific opportunities for on-the-job application, participation activities, transparency masters, source materials for visual merchandising, and a bibliography. This unit is divided into 2 major sections. Section I, The Why and How of Visual Merchandising includes the following topics: (1) Looking at Visual Merchandising; (2) Purposes and Principles of Visual Merchandising; (3) Line, Shape and Design; (4) Combining Color for Visual Impact; (5) Arrangements for Visual Impact; (6) Exterior Visual Merchandising; (7) Interior Visual Merchandising; and (8) Planning, Constructing, and Evaluating Visual Merchandising. Section 2, Special Techniques of Visual Merchandising, covers the areas of fixtures, figures, forms, signs, showcards, and lighting.

STATE
SUBMITTING
ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

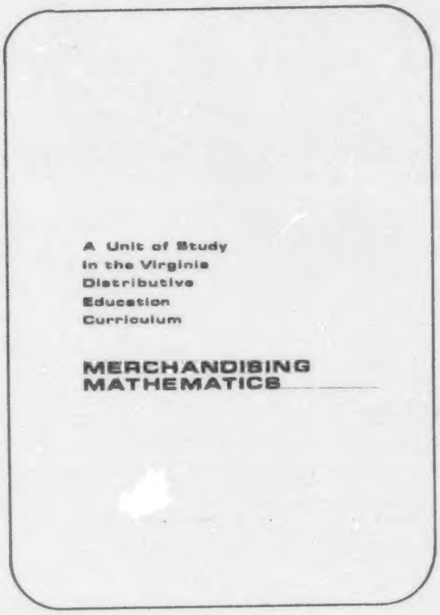
MATERIALS ABSTRACT

IL 000 038

TITLE OF MATERIALS: Merchandising Mathematics

Date developed and/or revised: 1969

NAME OF DEVELOPER(S): Distributive Education Service,
Vocational Education Division,
State Department of Education
Virginia


A Unit of Study
in the Virginia
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Curriculum

MERCHANDISING
MATHEMATICS

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

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FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Arranged in a T-form outline, this teaching unit is divided into two major sections: Section 1- Mathematics for the Merchandising Trainee- is complete in itself and covers the basic information needed by high school students. Specific topics included in Section 1 are: (1) Uses of Mathematics In Merchandising; (2) Determining the Buying Terms; (3) Inventory and Stock Control; (4) Stock Turnover and Stock Sales Ratio; (5) Pricing For Profit; (6) Markup; (7) Markdown; and (8) Trends in Merchandising. Section 2- Mathematics For Merchandising Management- involves somewhat more complex topics and is designed to familiarize students with the merchandise plan, the income statement, and the balance sheet. Included at the end of each topic are a summary sheet, defined terms, assignments, projects, and a list of references. Also included with the unit are several actual transparencies and a complete bibliography.

STATE SUBMITTING ABSTRACT

Name of State: Virginia

Agency: Division of Vocational and Technical Education

Address: Virginia Polytechnic Institute and State University

Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

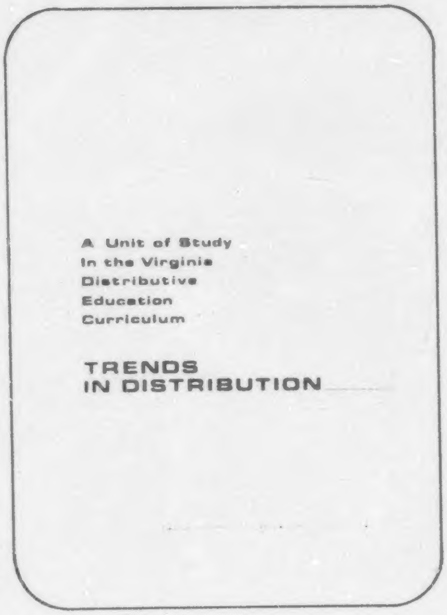
MATERIALS ABSTRACT

IL 000 039

TITLE OF MATERIALS

Trends In Distribution

Date developed and/or revised: 1969



A Unit of Study
in the Virginia
Distributive
Education
Curriculum

TRENDS
IN DISTRIBUTION

NAME OF DEVELOPER(S)

Dr. Kay B. Brown, Curriculum Specialist,
Distributive Education Service,
Vocational Educational Division
State Department of Education
Virginia

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

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203 Pages

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Audio ( )Yes ( )No

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TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

Designed for 2nd year cooperative programs, this unit is arranged in T-form construction and is in loose leaf form so that pages may be easily inserted or taken out for duplication. Divided into two major sections-Section I-Orientation to Trends, Marketing Research, and Study in Marketing Project- covers the following areas: (1) Characteristics and Importance of Trends; (2) Trends in Distribution and Their Classification; (3) Adapting to Trends; (4) The Role of Marketing Research; and (5) Instructions for Study in Marketing Project; Section 2-Research Terms and Techniques-,covers: (6) Sources of Information For Studies In Marketing; (7) Collecting the Information For Studies In Marketing; (8) Organizing and Summarizing Studies in Marketing; and (9) Preparing the Written Report. Included at the end of each topic are references and supplementary instructional materials. There is also a complete bibliography at the end of the unit.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 040

TITLE OF MATERIALS

Agricultural Cooperatives

Curriculum Materials for Agricultural Education

Date developed and/or revised: 1969

AGRICULTURAL COOPERATIVES

NAME OF DEVELOPER(S)

J. D. Oliver, Agricultural Education Division,
Department of Education
Virginia Polytechnic Institute

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

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FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Agricultural Education
Division of Vocational and Technical Education
Virginia Polytechnic Institute and State University
Blacksburg, Va. 24061

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Abstract Prepared in 1974

DESCRIPTOR:

This is one in a series of teaching outlines for agricultural education programs prepared at the Extension Division of Virginia Polytechnic Institute for use by teachers in developing their own teaching plans. The unit of Agricultural Cooperatives contains five major problem areas: the nature of cooperatives; comparison of co-ops with other methods; organizing and operating co-ops; financing co-ops; understanding types of co-ops and their services. Each problem area is further divided with sections on objectives for both the teacher and the student, references, visual aids and equipment, suggestions for events and activities, suggestions for related occupational application and evaluation and a content summary for the teacher's use. In each section, space has been left for the teacher to add his/her own ideas and notes.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 041

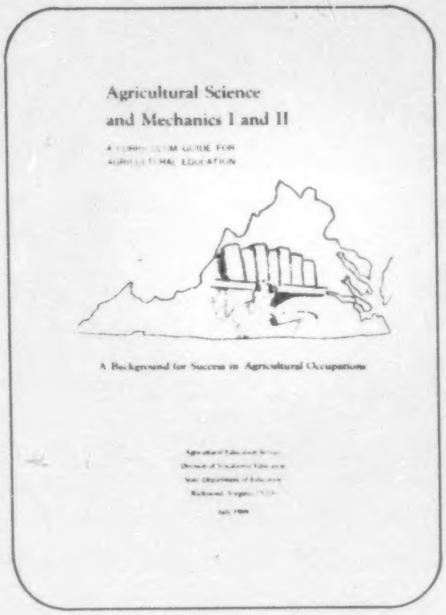
TITLE OF MATERIALS

Agricultural Science and Mechanics I and II
A Curriculum Guide for Agricultural Education

Date developed and/or revised: 1969

NAME OF DEVELOPER(S)

State Department of Education, Division of
Vocational Education, Agricultural Service,
Virginia Polytechnic Institute; and
Virginia State College



Agricultural Science
and Mechanics I and II

A CURRICULUM GUIDE FOR
AGRICULTURAL EDUCATION

A Background for Success in Agricultural Occupations

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

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☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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P. O. Box 6-Q,
Richmond, Virginia 23216

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Introducing and exploratory in nature, this two-year course guide was designed to prepare students for on-farm and off-farm agricultural occupations and to prepare those who plan to continue agricultural education on the post high school level. The content of this booklet--arranged in outline form--covers: (1) Agricultural Orientation; (2) Supervised Experience Program; (3) Agricultural Mechanics; (4) Principles of Plant and Animal Science; (5) Rural and Urban Living; (6) Leadership Training; and (7) Resource Conservation. Also included is a list of agricultural education publications.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 042

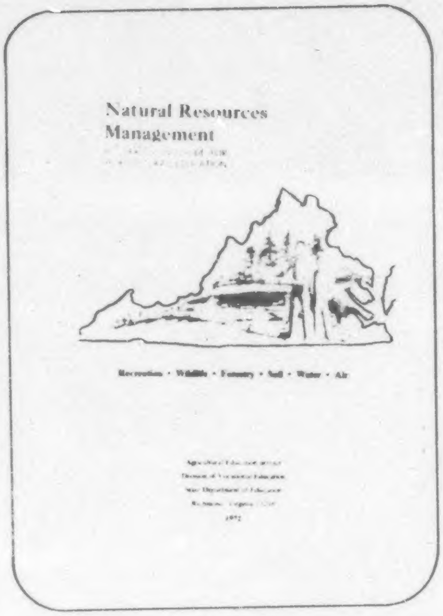
TITLE OF MATERIALS

Natural Resources Management:
A Curriculum Guide for Agricultural Education

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Agricultural Education Service,
Division of Vocational Education, State
Department of Education; Virginia Polytechnic
Institute; and Virginia State College



Natural Resources Management

Recreation • Wildlife • Forestry • Soil • Water • Air

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	57 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT: Harry Smith, Director of Public Information and Publications
State Department of Education, P. O. Box 6-Q,
Richmond, Virginia 23216

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This three-year curriculum guide for Natural Resources Management gives an overview of the course outline for training students to develop skills and abilities required for employment and for gaining proficiency in occupations in forestry and wildlife management, in outdoors recreation, and in air, soil, and water conservation. Also, suggestions are made for well-planned supervised occupational experience programs which may be provided in school laboratories, on farms, or in conservation or forestry businesses. In this manual, major learning areas are identified and analyzed in outline form and suggested curriculum references and equipment listed.

STATE
SUBMITTING
ABSTRACT

Name of State Virginia
Agency Division of Vocational and Technical Education
Address Virginia Polytechnic Institute and State University
Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 043

TITLE OF MATERIALS

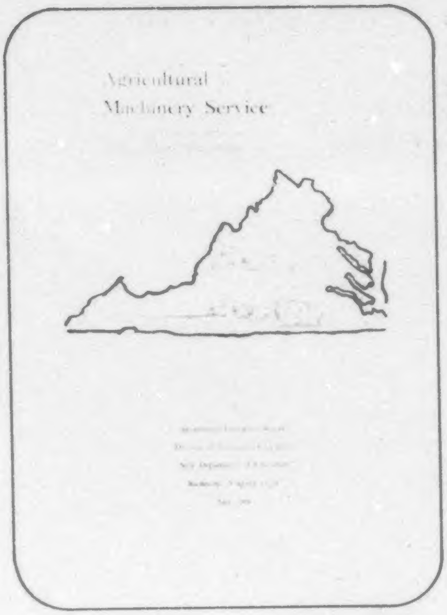
Agricultural Machinery Service

A Curriculum Guide for Agricultural Education

Date developed and/or revised: 1969

NAME OF DEVELOPER(S)

Agricultural Education Service,
Division of Vocational Education, State
Department of Education; Virginia Polytechnic
Institute; and Virginia State College



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	42 Pages	___Minutes	___Minutes	___Color
		___B & W	___B & W	___B & W
		___Color	___Color	___ Frames
		___Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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PROVISIONS FOR ACQUIRING MATERIALS:

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This booklet outlines one of several course options available to high school students who have completed basic courses in Agricultural Science and Mechanics. The course is designed for 800-900 hours of instruction for a total of 3 years. The guide should be used with a set of 16 instructional modules on agricultural machinery occupations prepared by Ohio State University. The 3 years of instruction covered are: Agricultural Machinery Service III covering careers in the field, use of tools, safety and tractor maintenance; Agricultural Machinery Service IV including units on new machines, basic hydraulics, metal fusion and tellage equipment; Agricultural Machinery Service V on fertilizing and harvesting equipment, diesel engines and agricultural salesmanship. Each includes an outline of the course content and a short reference list. Included at the end of the guide are suggestions for facilities, equipment and additional references.

STATE SUBMITTING ABSTRACT

Name of State Virginia

Agency Division of Vocational and Technical Education

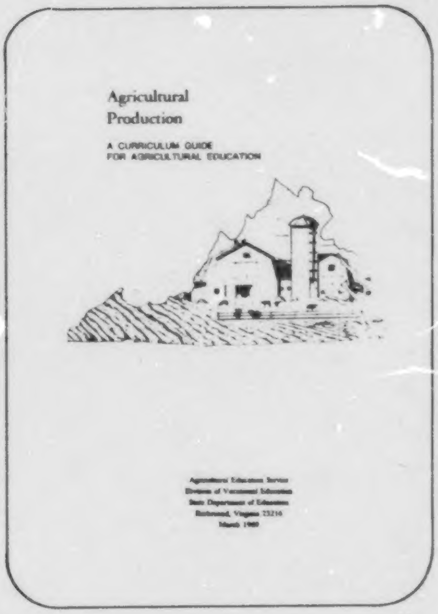
Address Virginia Polytechnic Institute and State University

Blacksburg, Va. 24061 Phone AC 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 044


Agricultural Production

A CURRICULUM GUIDE FOR AGRICULTURAL EDUCATION

TITLE OF MATERIALS

Agricultural Production

A Curriculum Guide for Agricultural Education

Date developed and/or revised: 1969

NAME OF DEVELOPER(S)

Agricultural Education Service,
Division of Vocational Education, State
Department of Education; Virginia Polytechnic
Institute; and Virginia State College

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
14 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

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State Department of Education, P. O. Box 6-Q,
Richmond, Virginia 23216

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

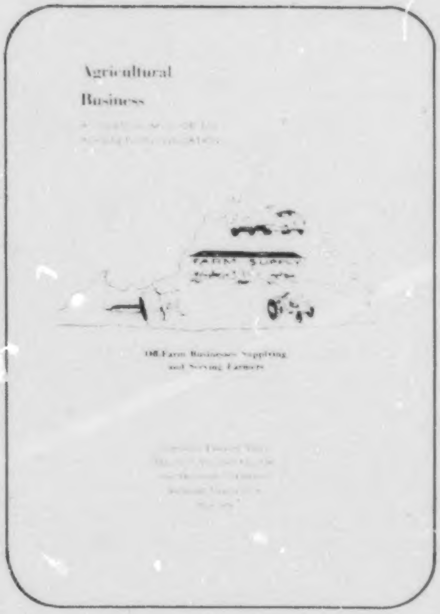
Since individuals engage in Agricultural Production at different levels of employment from owner and operator to manager, tenant and laborer, this curriculum unit was designed to prepare high school students for entry at a variety of levels, as well as provide continuing education for present farmers. Students should have completed previous work in agricultural science and mechanics before exposure to this unit. The full program presented here is designed to cover two or three years of instruction. The major emphasis in this booklet is on plant, soil and animal sciences and on agricultural business management and agricultural mechanization. Each section contains major learning areas with an estimated time of completion. These are further broken down into "enterprise jobs." A brief list of agriculture education publications is included.

STATE SUBMITTING ABSTRACT

Name of State Virginia
Agency Division of Vocational and Technical Education
Address Virginia Polytechnic Institute and State University
Blacksburg, Va. 24061 Phone AC703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


Agricultural
Business

Off-Farm Businesses Supplying
and Serving Farmers

IL 000 045

TITLE OF MATERIALS

Agricultural Business:
A Curriculum Guide for Agricultural Education

Date developed and/or revised: 1969

NAME OF DEVELOPER(S)

Agricultural Education Service
Division of Vocational Education, State Department; Virginia Polytechnic Institute; and Virginia State College

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	30 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

This manual is intended to serve as a guide to assist in organizing agriculture education programs which meet the needs of high school students who desire vocational training in off-farm agricultural enterprises such as processing and distributing agricultural products and supplying materials, equipment, and services needed for farm production. In this booklet, a 2-year course outline is developed, major learning areas are analyzed in outline form, and suggestions for cooperative occupational experiences are made. Also given are suggested curriculum references for agricultural business.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

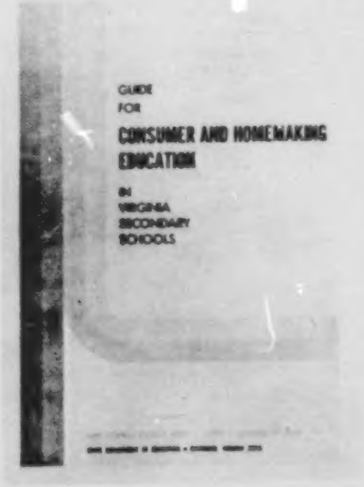
MATERIALS ABSTRACT

IL 000 046

TITLE OF MATERIALS

Guide for Consumer and Homemaking Education

Date developed and/or revised: 1973



GUIDE
FOR
CONSUMER AND HOMEMAKING
EDUCATION
IN
VIRGINIA
SECONDARY
SCHOOLS

NAME OF DEVELOPER(S)

Home Economics Education Service,
Division of Vocational Education,
State Department of Education,
Virginia

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	206 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Curriculum committees determined that four family living areas should comprise the structure for the consumer and homemaking education program. They are Consumption of Goods and Services, Cultural Development, Individual Development, and Management in the Family. A schematic organization for each unit of instruction includes concepts, specific objectives, generalizations planned in relation to the content, and learning experiences indicated in the specific objectives which were proposed by the consumer and homemaking teachers. Four units, one for each of the family living areas, comprise a year of instruction. Instructional units are planned as a continuum, in that each successive year of the sequential offering builds upon and expands concepts developed during the preceding level of the program. The guide includes experiences suggestive of types of individual projects which facilitate competencies in homemaking.

STATE SUBMITTING ABSTRACT

Name of State
Virginia

Agency
Division of Vocational and Technical Education

Address
Virginia Polytechnic Institute and State University
Blacksburg, Va. 24061 Phone AC703-951-5237

OCCUPATIONAL CURRICULUM

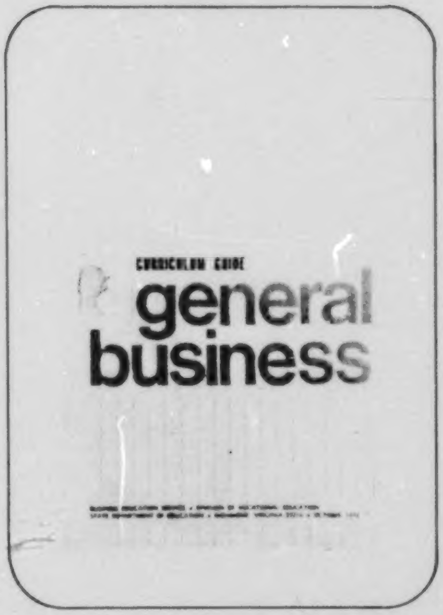
MATERIALS ABSTRACT

IL 000 047

TITLE OF MATERIALS

General Business Curriculum Guide

Date developed and/or revised: 1973



NAME OF DEVELOPER(S)

Business Education Service,
Division of Vocational Education
State Department of Education
Virginia

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 67 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Richmond, Virginia 23216

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide suggests content under topical headings that will stimulate teachers to examine their own thinking about the basic business curriculum. The purpose of this guide is to present the major topics that should be included in a basic business course for all students. Objectives, stated in behavioral terms which will identify the specific content to be taught, have been prepared for each topic. A great variety of reference materials, including magazine articles, publications, free or inexpensive films, practice sets, and games are listed for each of the major topics.

STATE SUBMITTING ABSTRACT

Name of State	Virginia
Agency	Division of Vocational and Technical Education
Address	Virginia Polytechnic Institute and State University
	Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 048

TITLE OF MATERIALS

Instructional Guide for Cosmetology

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Trade and Industrial Education Service,
Division of Vocational Education,
State Department of Education,
Virginia

Instructional Guide
For Cosmetology

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 248 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

All instructional units believed to be necessary to cover the phases of cosmetology required to prepare students for licensing in the State of Virginia are included in this guide. The material is arranged in alphabetical order by units, thereby leaving its order of use to the teacher's discretion. The outline form used will serve as a reminder of the instructional areas to be covered in the three-year course consisting of Cosmetology I, II, and III. The original draft of this guide was prepared by a group of cosmetology teachers while enrolled in a curriculum class at Virginia Polytechnic Institute and State University. The draft was used and revised by cosmetology teachers over a period of one year.

STATE SUBMITTING ABSTRACT

Name of State
Virginia

Agency
Division of Vocational and Technical Education

Address
Virginia Polytechnic Institute and State University

Blacksburg, Va. 24061 Phone AC/ 703-951-5237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 049

TITLE OF MATERIALS Dental Assisting

Date developed and/or revised:

NAME OF DEVELOPER(S) Dental Assisting Instructors
D. C. Public Schools

DENTAL ASSISTING
CURRICULUM GUIDE
DIVISION OF CAREER DEVELOPMENT PROGRAMS
PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound 86 Pages
☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size
☐ Film ___ Minutes ___ B & W ___ Color ___ Size
☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other Post Secondary

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:
Mrs. Ouida V. Maedel
Vocational Education Curriculum
Bruce Administration Center
770 Kenyon Street, N. W.
Washington, D. C. 20010
Phone: (202) 291-7402

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Contains background information on basic sciences and technical procedures in dentistry essential to advancement for the dental assistant seeking a career in the dental profession. Areas of instruction include career orientation, principles and technical procedures in oral hygiene, sterilization and, care and maintenance of dental equipment.

STATE
SUBMITTING
ABSTRACT

Name of State	Washington, D. C.
Agency	Division of Career Development Programs Public Schools of the District of Columbia Bruce Administration Center - Room 16
Address	770 Kenyon Street, N. W. Washington, D. C. 20010
Phone AC/	(202) 291-7402

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 050

TITLE OF MATERIALS

Basic Electricity

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Advisory Committee and
Departmental Staff, Washington, D. C.

BASIC ELECTRICITY
PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 125 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

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Bruce Administration Center
770 Kenyon Street, N. W.
Washington, D. C. 20010
Phone: (202) 291-7402

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Provides a systematic approach to teaching the fundamentals of electricity as a foundation for courses in the application of electrical principles. Subject content is organized according to instructional units that focus upon clusters of related concepts correlated with practical laboratory experiences.

The curriculum guide was prepared by an ad hoc committee committee composed of members from the electrical industry of the local community and staff of the D. C. Public Schools.

Currently the material serves as a point of departure for instruction in basic electricity on the secondary level.

STATE SUBMITTING ABSTRACT

Name of State	Washington, D. C.
Agency	Division of Career Development Programs Public Schools of the District of Columbia
Address	Bruce Administration Center - Room 16 770 Kenyon Street, N. W., Washington, D. C. 20010
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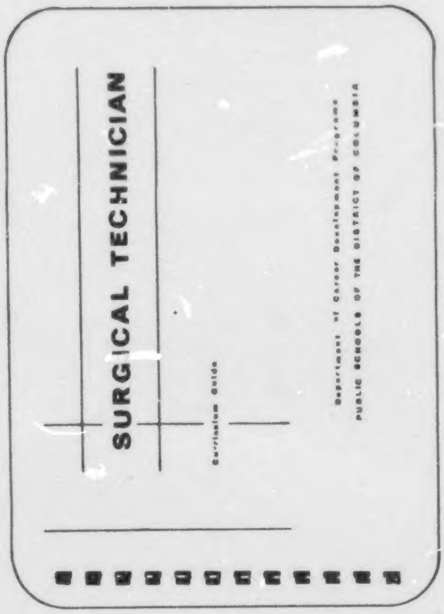
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


SURGICAL TECHNICIAN

Curriculum Guide

Department of Career Development Programs
PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA

IL 000 051

TITLE OF MATERIALS Surgical Technician

Date developed and/or revised: 1973 Revised

NAME OF DEVELOPER(S)
Mrs. Lois C. Crooks, Instructor
Department of Health Occupations
Division of Career Development Programs

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 1[illegible]2 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other Post-Secondary

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
Mrs. Ouida V. Maedel, Supervising Director
Vocational Education Curriculum
Bruce Administration Center
770 Kenyon Street, N. W.
Washington, D. C. 20010
Phone: (202) 291-7402

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Provides a point of departure for the development of teaching strategies for the training of surgical technicians. Instructional units include fundamental information and technical skills required for the preparation of individuals to assist in the operating room, cystoscopy suite, delivery suite, out-patient surgery suite and oral surgery department.

Development of material was based on the recognition that the end product is a practitioner in the technical functions of patient care in the operating room and an integral part of the hospital organization.

STATE SUBMITTING ABSTRACT

Name of State	Washington, D. C.
Agency	Division of Career Development Programs Public Schools of the District of Columbia
Address	Bruce Administration Center - Room 16 770 Kenyon Street, N. W., Washington, D. C. 20010
	Phone AC (202) 291-7402

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 052

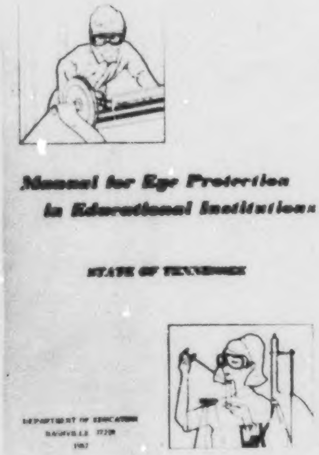
TITLE OF MATERIALS

Manual for Eye Protection in
Educational Institutions
Code Number: 001-00040

Date developed and/or revised: August, 1967

NAME OF DEVELOPER(S)

Committee
Division of Vocational-Technical Education



Manual for Eye Protection in Educational Institutions

STATE OF TENNESSEE

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 16 Pages
☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size
☐ Film ____ Minutes ____ B & W ____ Color ____ Size
☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other All Levels

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Programs in vocational-technical education, industrial arts, the sciences, arts and crafts, and other laboratory, shop and classroom activities expose students, instructors, and others to eye hazards which could result in serious injury unless adequate instruction and protection is provided.

This manual was prepared as a guide for use in the establishment and conduct of eye protection programs in educational institutions in Tennessee.

The contents of this manual are as follows:

Guide for Implementation of Eye Protection Programs
Equipment
Illustration of Eye Protection Devices
Selection Guide for Eye Protection Devices
The Sciences
Appendix A--Senate Bill 477
Appendix B--Instructors' Checklist

STATE SUBMITTING ABSTRACT

Name of State
Tennessee

Agency
Vocational Curriculum Laboratory

Address
P. O. Box 1114
Murfreesboro, Tennessee 37130

Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

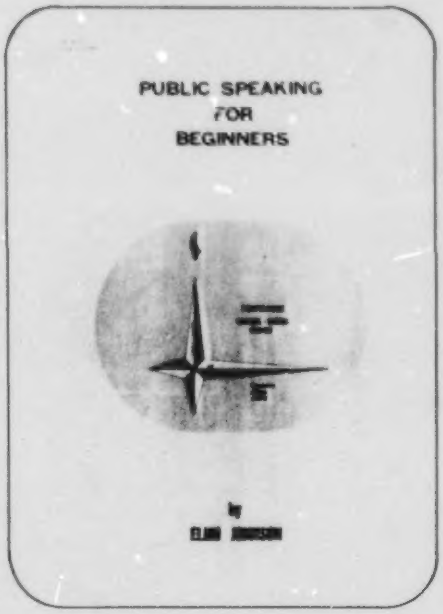
MATERIALS ABSTRACT

IL 000 053

TITLE OF MATERIALS
Public Speaking for Beginners
Code Number: 005-00001

Date developed and/or revised: March, 1966

NAME OF DEVELOPER(S)
Elmo Johnson



PUBLIC SPEAKING
FOR
BEGINNERS

by
ELMO JOHNSON

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	19 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
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P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This book was written to assist young people of high school age in developing effective public speaking "Know-How."

Included in this publication are the following:

I. WHY STUDY PUBLIC SPEAKING?
II. ESSENTIALS FOR A PUBLIC SPEAKER
  Attitude
  Willingness
  Energy and Perseverance
III. STUDENT OBJECTIVES
IV. THE SPEECH SITUATION
  Time Allowed for Speaking
  Place on the Program
  Nature of Program
  Where You Speak
V. PLANNING AND PREPARING THE SPEECH
  Selecting a Subject
  Selecting a Title
  Outlining the Speech
  Locating and Securing information
  Writing the Speech
  Rewrite
  Time for Speech Preparation
  Using the Recorder
  Gestures
  Sincerity
VI. DELIVERING THE SPEECH
  Using the Hands
  Using the Body
  Humor
  Dress and Physical Appearance
  Where to Stand
VII. ANSWERING QUESTIONS
  Stage Fright
  Developing Poise
VIII. WINNING AND LOSING
IX. SPEAKING FROM NOTES AND EXTEMPORANEOUSLY
X. POINTS TO REMEMBER
XI. CONCLUSION

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

A Guide for

Developing Office Occupations Programs

IL 000 054

TITLE OF MATERIALS

A Guide For
Developing Office Occupations Programs
Code Number: 004-00021

Date developed and/or revised: August, 1973

NAME OF DEVELOPER(S)

Tennessee State Board for Vocational Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
23 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication was desiged for those individuals responsible for the development of office occupations programs.

Included in each job cluster are the following: shop layout plans and quantity, description and estimated cost of furniture, machines, supplies and minor equipment.

Job clusters and titles are as follows:

SECRETARIAL-STENOGRAPHIC
1. Executive Secretary
2. Legal Secretary
3. Medical Secretary
4. Technical Secretary
5. General Secretary
6. Stenographer

CLERICAL-MACHINE OPERATOR
1. General Office Clerk
2. Cashier
3. Teller
4. Transcribing Machine Operator
5. Receptionist
6. Clerk-Typist
7. Typist
8. File Clerk

BOOKKEEPING-ACCOUNTING

1. Accounting Clerk
2. Bookkeeper
3. Accounts Receivable/Payable Bookkeeper
4. Payroll Clerk
5. Accounts Receivable/Payable Clerk
6. Billing Machine/Bookkeeping Machine Operator

STATE SUBMITTING ABSTRACT

Name of State Tennessee
Agency Vocational Curriculum Laboratory
Address P. O. Box 1114
Murfreesboro, Tennessee 37130
Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

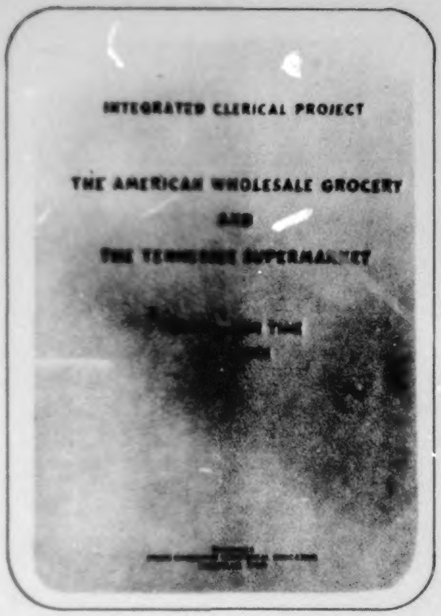
MATERIALS ABSTRACT

IL 000 055

TITLE OF MATERIALS

Integrated Clerical Project
The American Wholesale Grocery
and
The Tennessee Supermarket
Code Number: 004-00005

Date developed and/or revised: September, 1969


INTEGRATED CLERICAL PROJECT
THE AMERICAN WHOLESALE GROCERY
AND
THE TENNESSEE SUPERMARKET

NAME OF DEVELOPER(S)

Instructors and Teacher Educators
Memphis State University

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	73 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This project is intended to serve as a two-week or approximately 15-hour rotation unit. This project requires two students working simultaneously. One works for the American Wholesale Grocery; the other works for the Tennessee Supermarket. Letters, Invoices, purchase orders, etc., will be "mailed" back and forth between the two companies. Students should be told that delays in the "mail" occur. If an item does not arrive in the "mail" on schedule, they should go on with their other work and take care of the "mail" when it does arrive.

A complete set of instructions for each company is enclosed. These include general information, stationery supplies, other needed material, and daily instruction sheets.

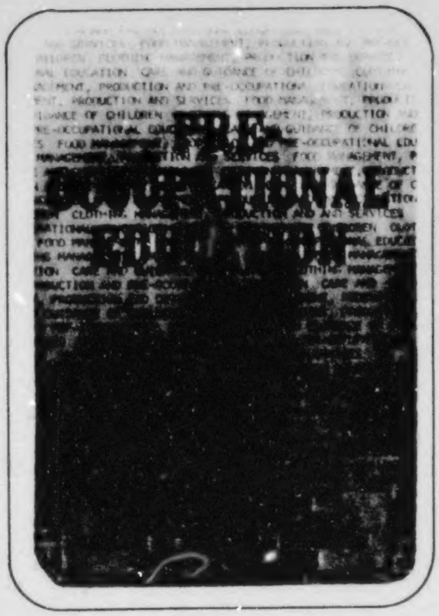
Only one copy of each form has been included in this set. Copies of the forms needed to do the project must be reproduced. A list of the number needed of each form will be found with the STATIONERY SUPPLIES. The stencils should be filed for yearly reproduction.

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 056

TITLE OF MATERIALS

Pre-Occupational Education
Occupational Home Economics Education
Code Number: 007-00029

Date developed and/or revised: October, 1971

NAME OF DEVELOPER(S)

Memphis City Schools
Tennessee State Department Personnel

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

Hardcopy	Paper Bound	Video Tape	Film	Slides & Film Strips
___ Pages	141 Pages	___ Minutes	___ Minutes	___ Color
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		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide has been developed for teachers of Occupational Home Economics Education to help students answer questions such as "Who am I?", "Where am I going?", and "What will I do to earn a living?". It is based on the premise that choosing a career can and should be done in an intelligent manner. A wise occupational choice is vital to every individual. Mistakes are far too costly today in terms of energy, time, and dollars as well as personal fulfillment.

Included in this Curriculum Guide are the following concepts:

Orientation to the World of Work
Legal Aspects of World of Work
Career Information
Human Relations
Self-Analysis in Relation to Employment Capabilities
Basic Needs
Personal Development
Personal Management
Orientation to Home Economics Related Occupations
Care and Guidance of Children
Food Management, Production and Services
Institutional and Home Management Services
Clothing Management, Production and Services

STATE SUBMITTING ABSTRACT

Name of State
Tennessee

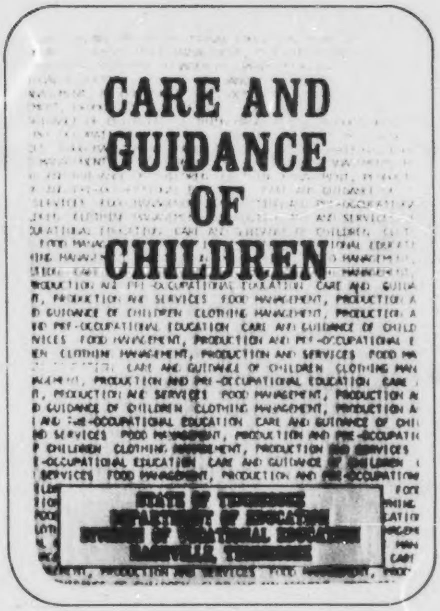
Agency
Vocational Curriculum Laboratory

Address
P. O. Box 1114
Murfreesboro, Tennessee 37130

Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


CARE AND GUIDANCE OF CHILDREN

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION
NASHVILLE, TENNESSEE

IL 000 057

TITLE OF MATERIALS
Care and Guidance of Children
Code Number: 007-00030
Date developed and/or revised: October, 1971

NAME OF DEVELOPER(S)
Memphis City Schools
Tennessee State Department Personnel

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	166 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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PROVISIONS FOR ACQUIRING MATERIALS:
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TO ORDER, PLEASE CONTACT:
Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication was designed as a guide for the teacher in planning course contents in Care and Guidance of Children.

The guide details the course concepts and descriptions, identifies expected learnings of the student and suggests learning activities and resources. The appendix includes only materials considered difficult to acquire.

The course content includes the following:

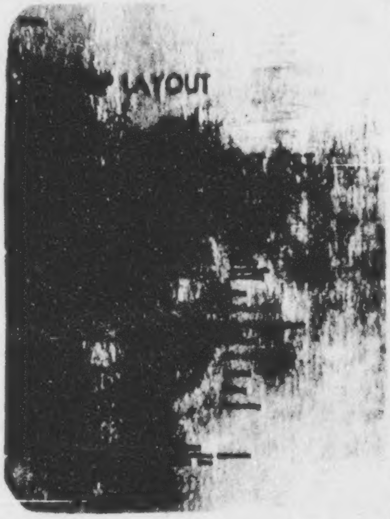
Child Care Services
Concepts of Work
Human Relations
Personal Management
Child Care Aide in the World of Work
Skills of The Child Care Aide
Curriculum
Programming
Growth and Development
The Exceptional Child

STATE
SUBMITTING
ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 058

TITLE OF MATERIALS

Shop Layout and Equipment List
Code Number: 008-00151

Date developed and/or revised: January, 1971

NAME OF DEVELOPER(S)

Tennessee State Board for Vocational Education
State Staff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	155 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication was designed to serve as a guide for those who are charged with the responsibility of planning shop facilities. Included in each occupational area are shop layout plans, quantity, item description and estimated grand total of equipment to be used.

Occupational Areas included in this material are as follows:

- Air Conditioning and Refrigeration
- Appliance Repair
- Auto Body
- Automotive Mechanics
- Bricklaying
- Commercial Art
- Commercial Foods
- Cosmetology
- Drafting
- Electricity
- General Building Trades
- General Metal Trades
- Machine Shop
- Prevocational
- Printing
- Radio Broadcasting
- Radio/TV Repair
- Shoe Repair
- Small Gas Engine Repair
- Tailoring
- Welding
- Woodworking

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 059

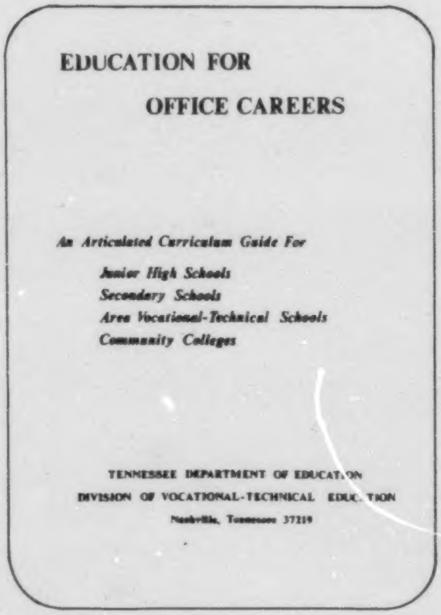
TITLE OF MATERIALS

Education for Office Careers
Code Number: 004-00018

Date developed and/or revised: June, 1972

NAME OF DEVELOPER(S)

Curriculum Research Project
Tennessee Department of Education



EDUCATION FOR
OFFICE CAREERS

An Articulated Curriculum Guide For

Junior High Schools
Secondary Schools
Area Vocational-Technical Schools
Community Colleges

TENNESSEE DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL-TECHNICAL EDUCATION
Nashville, Tennessee 37219

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
446 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

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___ Size

☐ Slides & Film Strips
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___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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By whom:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide contains information about 29 different office occupations. Preparation for several of the 29 occupations included will frequently prepare a trainee for jobs of a similar but more specific nature. For instance, an adding machine operator is not shown as one of the jobs but preparation as a general office clerk will also prepare one for an adding machine operator's job.

The 29 jobs are divided into five clusters or groups. Jobs within each cluster are listed in descending order from the highest level to the lowest level. This means that persons entering a training program designed to prepare them to meet performance standards for the highest level job in a cluster will, in most cases, be qualified to meet the requirements of the lower level jobs in ascending order. Thus, if a trainee is unable to complete a total program there is a likelihood that he will be able to meet the qualifications for a job at one of the lower levels.

The 29 jobs and their arrangement in clusters are shown as follows:

SECRETARIAL-STENOGRAPHIC
1. Executive Secretary
2. Legal Secretary
3. Medical Secretary
4. Technical Secretary
5. General Secretary
6. Stenographer

CLERICAL-MACHINE OPERATOR
1. General Office Clerk
2. Cashier
3. Teller
4. Transcribing Machine Operator
5. Receptionist
6. Clerk-Typist
7. Typist
8. File Clerk

BOOKKEEPING-ACCOUNTING
1. Accounting Clerk
2. Bookkeeper
3. Accounts Receivable/Payable Bookkeeper
4. Payroll Clerk
5. Accounts Receivable/Payable Clerk
6. Billing Machine/Bookkeeping Machine Operator

DATA PROCESSING
1. Programmer--Clerical
2. Digital Computer Operator
3. Assistant Digital Computer Operator
4. Data Control Clerk
5. Data Typist
6. Key Punch Operator

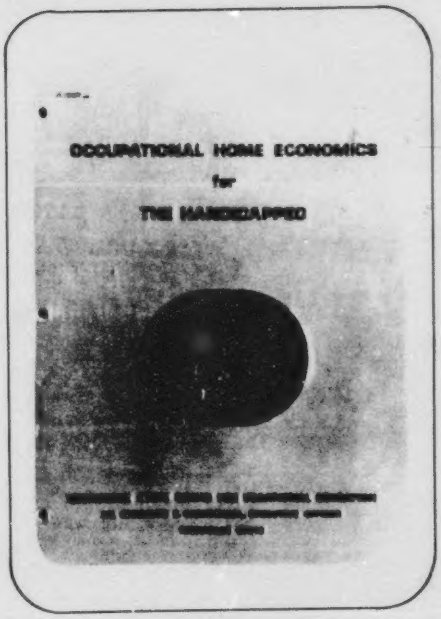
SUPERVISORY-MANAGEMENT
1. Personnel Manager
2. Office Manager
3. Employment Interviewer

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OCCUPATIONAL HOME ECONOMICS
for
THE HANDICAPPED

IL 000 060

TITLE OF MATERIALS
Occupational Home Economics for
The Handicapped
Code Number: 021-00035
Date developed and/or revised: November, 1972

NAME OF DEVELOPER(S)
Tennessee State Board for Vocational Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	458 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication contains some job description sheets, operational and instruction sheets and simple job analysis. This is to serve as a basis for the instructor to add needed operational instruction sheets to meet the needs for which the program was designed. This will enable the instructor to provide the learning situation for the slow learner.

STATE SUBMITTING ABSTRACT

Name of State: Tennessee

Agency: Vocational Curriculum Laboratory

Address: P. O. Box 1114
Murfreesboro, Tennessee 37130

Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 061

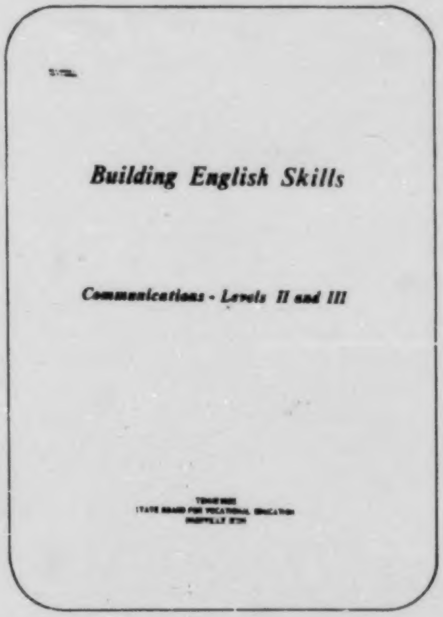
TITLE OF MATERIALS

Building English Skills
Communications--Levels II and III
Code Number: 021-00031

Date developed and/or revised: October, 1971

NAME OF DEVELOPER(S)

Phillip Jackson
Ripley High School



Building English Skills

Communications - Levels II and III

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 112 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☒ Other Remedial

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

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PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The lesson material provided here is a sequential study of basic English skills. The student begins with lessons which give him individualized and programmed instruction. That is, each lesson is given to the student at his own level, in his vocational area and at his own pace. These English skill areas are divided into seven units and each unit is made up of lessons.

UNIT 1--NOUNS
- Lesson 1--What are they
- Lesson 2--Kinds of nouns
- Lesson 3--Plural and Singular
- Lesson 4--Possession
- Lesson 5--How do we use them

UNIT 2--VERBS
- Lesson 1--What are they
- Lesson 2--Verb helpers
- Lesson 3--Singular and Plural
- Lesson 4--How do we use them

UNIT 3--PRONOUNS
- Lesson 1--What are they
- Lesson 2--Recognizing and Classifying
- Lesson 3--How do we use them

UNIT 4--ADJECTIVES
- Lesson 1--What are they
- Lesson 2--Ways it modifies
- Lesson 3--Predicate Adjective
- Lesson 4--Comparing Adjectives
- Lesson 5--Using adjectives in sentences

UNIT 5--ADVERBS
- Lesson 1--What are they
- Lesson 2--Adverbs that modify verbs
- Lesson 3--Adverbs that modify adjectives
- Lesson 4--Adverbs that modify other adverbs
- Lesson 5--Degrees of Comparison
- Lesson 6--Using adverbs in sentences

UNIT 6--INTRODUCTION TO PREPOSITIONS, CONJUNCTIONS, AND INTERJECTIONS
- Lesson 1--Prepositions, Conjunctions, and Interjections
- Lesson 2--Using the Preposition and Prepositional Phrase
- Lesson 3--Using the Conjunction
- Lesson 4--Using the Interjection

UNIT 7--THE SENTENCE
- Lesson 1--What is a Sentence
- Lesson 2--Beginning the Sentence
- Lesson 3--Ending the Sentence--Punctuation
- Lesson 4--Writing the Sentence--Evaluation Lesson

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

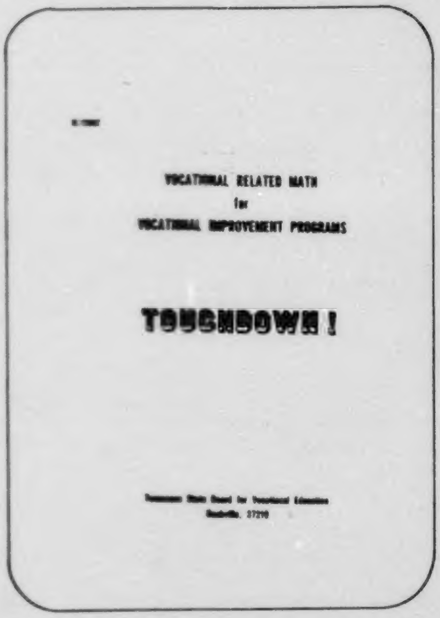
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 062

TITLE OF MATERIALS

Vocational Related Math for
Vocational Improvement Programs
"Touchdown"
and Answer Key
Code Number: 021-00024R
Date developed and/or revised: February, 1972



VOCATIONAL RELATED MATH
for
VOCATIONAL IMPROVEMENT PROGRAMS

TOUCHDOWN!

NAME OF DEVELOPER(S)

Program Services
Division of Vocational-Technical Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 126 Pages
☐ Video Tape ____Minutes ____B & W ____Color ____Size
☐ Film ____Minutes ____B & W ____Color ____Size
☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☒ Other Remedial

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☒ Other Remedial

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The math material in this publication is intended for use by instructors and students and each section contains information sheets, suggested supplementary materials, skill practice sheets (pre-tests), assignment sheets and evaluation sheets (post tests).

The content includes the following:

Measurements & Measures

Fractions

Percent

Whole Numbers

STATE SUBMITTING ABSTRACT

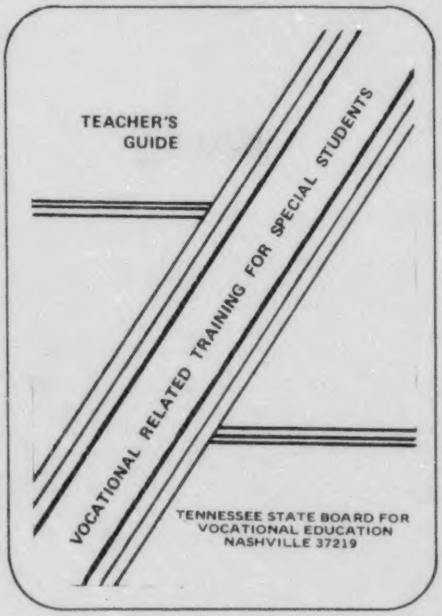
Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
Phone AC/	615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 063

TITLE OF MATERIALS	Teacher's Guide Vocational Related Training for Special Students Code Number: 021-00003R Date developed and/or revised: August, 1972
NAME OF DEVELOPER(S)	Miss Mary Shipe Revised by Gloria D. Thomason


TEACHER'S GUIDE

VOCATIONAL RELATED TRAINING FOR SPECIAL STUDENTS

TENNESSEE STATE BOARD FOR
VOCATIONAL EDUCATION
NASHVILLE 37219

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	225 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This practical guide has been designed for use with the secondary disadvantaged, handicapped or regular vocational student. The guide gives the teacher an ideal opportunity to extend his imaginative and creative skills and to introduce practical education for living. It has been divided into four major sections, and each section is color-coded for easy reference.

SECTION I--EQUIPMENT AND MATERIALS
- Introduction
- The Language Master
- Controlled Reader
- The Overhead Projector
- The Cassette Tape Player/Recorder
- Study Skills Library
- SRA Reading Laboratory
- Pilot Library

SECTION II--SUGGESTED INSTRUCTIONAL UNITS
- Introduction
- My Goal in Life
- Personality
- Getting Along with Others
- The Job Application
- The Job Interview
- The Job Performance
- Business and Commercial Forms
- Driving
- Well Balanced Meals
- Medical Charts
- The Bank Account
- The Budget
- The Pay Check
- The Newspaper
- The Telephone
- Postal Service
- Family Life
- Community Life
- Tennessee Life
- American Life

SECTION III--SUGGESTED GRADING STANDARD
- Introduction
- Report of student abilities and characteristics

SECTION IV--REFERENCES
- Reference List

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
Phone AC/	615-896-1590

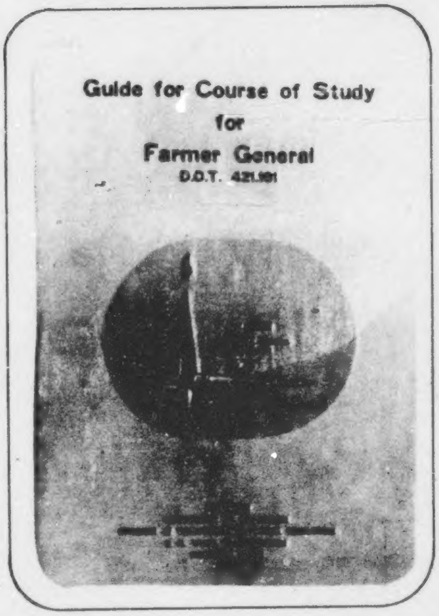
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 064

TITLE OF MATERIALS

Guide for Course of Study for
Farmer General
D.O.T. 421.181
Code Number: 012-00014
Date developed and/or revised: January, 1967


Guide for Course of Study
for
Farmer General
D.O.T. 421.181

NAME OF DEVELOPER(S)

Manpower Development Training Section

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
139 Pages

☐ Video Tape
___ Minutes
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___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
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___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This outline for instructional use in farmer general is provided as a training plan for upgrading farm owners with a net income of less than $1,200 to help increase their earnings to a more satisfactory level.

Course outlines include the following:

Section I. Introduction
  Unit 1. Project Orientation
  Unit 2. Farm Safety

Section II. Records
  Unit 1. Importance of Records
  Unit 2. Procedures for Keeping Records

Section III. Soils
  Unit 1. Origin and Classification of Soils
  Unit 2. Soil Management and Classification

Section IV. Crop Production
  Unit 1. Corn
  Unit 2. Small Grains (oats, wheat, rye, barley)
  Unit 3. Forage Crops
  Unit 4. Truck Crops
  Unit 5. Tobacco
  Unit 6. Cotton
  Unit 7. Soybeans
  Unit 8. Specialized Enterprises

Section V. Livestock Production
  Unit 1. Dairy Cattle
  Unit 2. Beef Cattle
  Unit 3. Swine
  Unit 4. Sheep and Goats
  Unit 5. Poultry

Section VI. Planning the Farm Program
  Unit 1. Analysis of Present Situation
  Unit 2. Planning the Revised Long-Range Program

Section VII. Farm Business
  Unit 1. Farm Credit
  Unit 2. Legal Problem

Section VIII. The Farmer and the Community
  Unit 1. Farm and Community Organizations

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

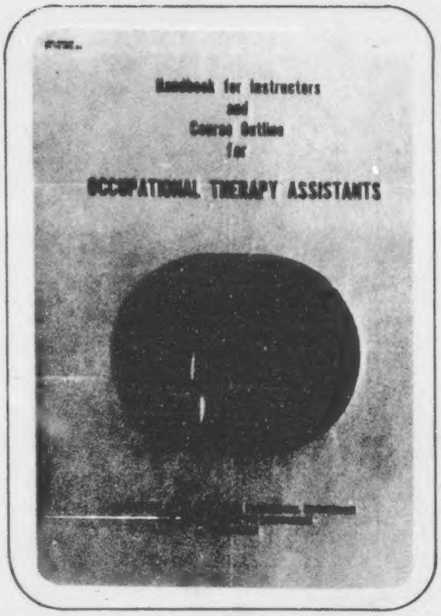
MATERIALS ABSTRACT

IL 000 065

TITLE OF MATERIALS

Handbook for Instructors
and Course Outline for
Occupational Therapy Assistants
Code Number: 006-00035

Date developed and/or revised: July, 1970



Handbook for Instructors
and
Course Outline
for
OCCUPATIONAL THERAPY ASSISTANTS

NAME OF DEVELOPER(S)

Rutherford County Board of Education Staff
Therapy Assistant Program
Health Occupations Education State Staff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	76 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

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By whom:

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COPYRIGHT RESTRICTIONS: ( )Yes (x)No

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TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This handbook was formulated for health occupations personnel and describes the program and requirements for occupational therapy assistants.

The content of this publications is as follows:

Philosophy
Objectives
Definition
Advisory Committee
Faculty
Minimum Physical Facilities
Requirements for Applicants
Requirements for Certification
Student Expenses
Description of Course
Instructional Outline
Educational Program Schedule
Bibliography
  Unit I Vocational Orientation
  Unit II Body Structure and Function
  Unit III Normal Growth and Development
  Unit IV Introduction to Disease Conditions
  Unit V Fundamental Skills in Occupational Therapy
  Unit VI Group Dynamics
  Unit VII Emergency Care and Accident Prevention
  Unit VIII Organization and Administrative Skills
  Unit IX Problem Solving and Evaluation
  Unit X Preclinical Teaching
Cumulative
Contract

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 066

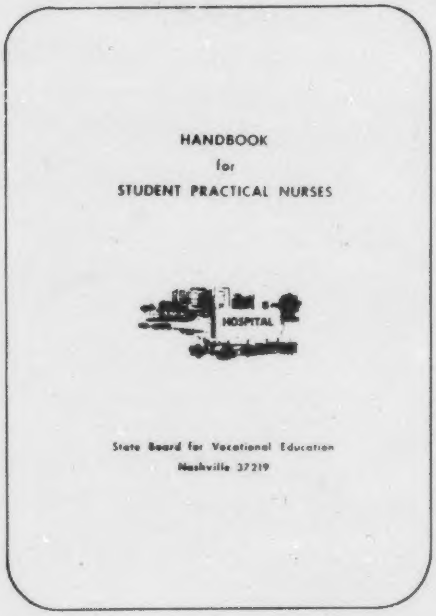
TITLE OF MATERIALS

Handbook for Student Practical Nurses
Code Number: 006-00046

Date developed and/or revised: March, 1972

NAME OF DEVELOPER(S)

Tennessee State Board for Vocational Education
Health Occupations Education Service



HANDBOOK
for
STUDENT PRACTICAL NURSES

State Board for Vocational Education
Nashville 37219

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	23 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ___

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This handbook shall be a guide to the student for the policies of the Practical Nursing Program.

Included in the content are the following:

Philosophy and Purpose of Vocational Education
Practical Nursing Philosophy
Objectives
History of Practical Nursing Education in Tennessee
Selection of Students
    A. Minimum Requirements for Enrollment
    B. Interviews
    C. Health Requirements
    D. Withdrawal from Program
Uniform and Expenses
Attendance
Grading System
Clinical Experience
Student Organizations
Student Employment
Conduct and Grooming
Counseling
Evaluation
Graduation

STATE SUBMITTING ABSTRACT

Name of State
Tennessee

Agency
Vocational Curriculum Laboratory

Address
P. O. Box 1114
Murfreesboro, Tennessee 37130

Phone AC/

OCCUPATIONAL CURRICULUM

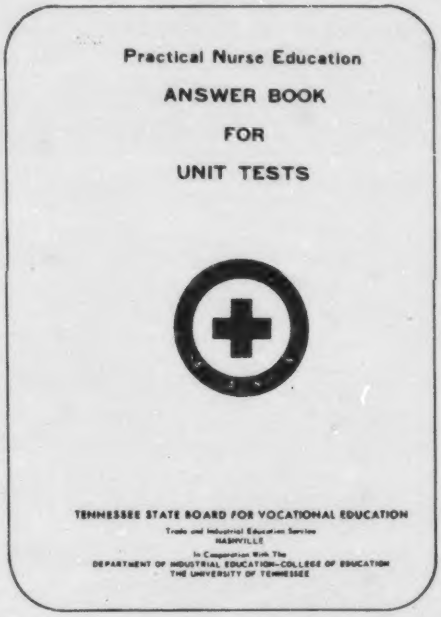
MATERIALS ABSTRACT

IL 000 067

TITLE OF MATERIALS

Answer Book
Practical Nurse Education
Unit Tests
Code Number: 006-00005

Date developed and/or revised: May, 1966



Practical Nurse Education
ANSWER BOOK
FOR
UNIT TESTS

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION
Trade and Industrial Education Service
NASHVILLE
In Cooperation With The
DEPARTMENT OF INDUSTRIAL EDUCATION–COLLEGE OF EDUCATION
THE UNIVERSITY OF TENNESSEE

NAME OF DEVELOPER(S)

Practical Nurse Instructors

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 22 Pages
☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size
☐ Film ____ Minutes ____ B & W ____ Color ____ Size
☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

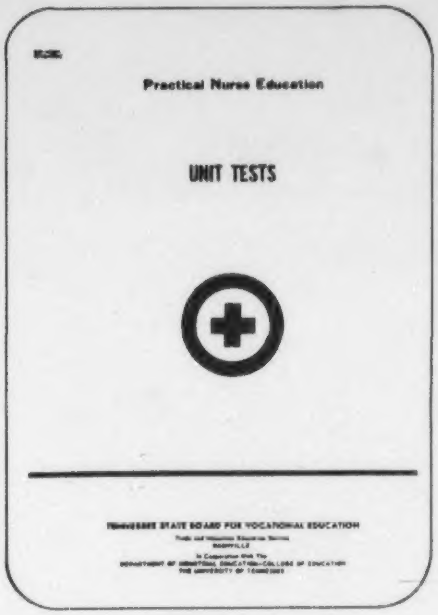
This booklet supplies answers to the Unit Tests, Practical Nurse Education.

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



Practical Nurse Education

UNIT TESTS

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION

IL 000 068

TITLE OF MATERIALS

Practical Nurse Education
Unit Tests
Code Number: 006-00004

Date developed and/or revised: May, 1966

NAME OF DEVELOPER(S)

Practical Nurse Instructors

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	168 Pages	____ Minutes	____ Minutes	____ Color
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		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

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Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These tests are provided as an aid to the practical nursing instructor and will be helpful in planning tests and examinations of the units of practical nursing.

The tests cover the following:

Nursing Principles and Skills
Personal and Community Health
Behavior and Working Relations
Nutrition and Diet in Disease
Maternal and Infant Care
Nursing of Children
Body Structure and Function
Medical Nursing
Surgical Nursing
Pharmacology
Mental Illness
Communicable Disease Nursing
Emergency Nursing
Nursing of Aged and Handicapped

STATE SUBMITTING ABSTRACT

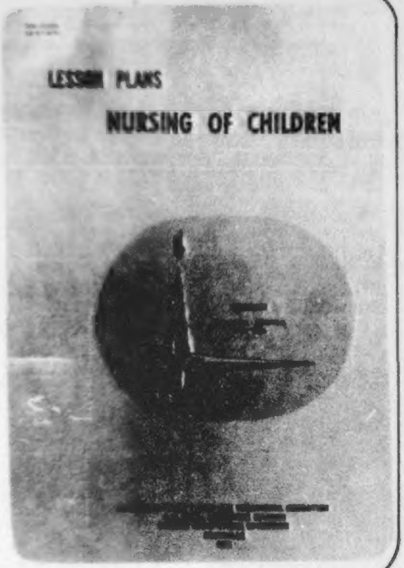
Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 069

TITLE OF MATERIALS	Lesson Plans: Nursing of Children Code Number: 006-00009 Date developed and/or revised: February, 1967
NAME OF DEVELOPER(S)	Practical Nursing Instructors


LESSON PLANS

NURSING OF CHILDREN

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	116 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

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By whom:

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Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These prepared lesson plans will serve as an instructional aid for the practical nursing teacher. The lessons include objectives, references, materials, instructional aids, outline of pertinent material to be presented, application, test and summary.

The lesson plans include the following:

Introduction to Nursing of Children
The Child as a Member of the Family
Physical Growth and Emotional Development in the Newborn
Nursing Care of the Newborn and Premature Infant
Physical Needs and Characteristics of the Pre-School Child
Play and Development of the Pre-School Child
Physical Needs of the School Age Child
Growth and Development of the School Child
Signs and Symptoms of Disease in the Child
Communicable Diseases
Diseases of the Respiratory System
Diseases of the Nervous System
Diseases of the Excretory System
Diseases of the Musculoskeletal System
Diseases of the Circulatory System
Diseases of the Endocrine System
Diseases of the Gastrointestinal System
The Teenager

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

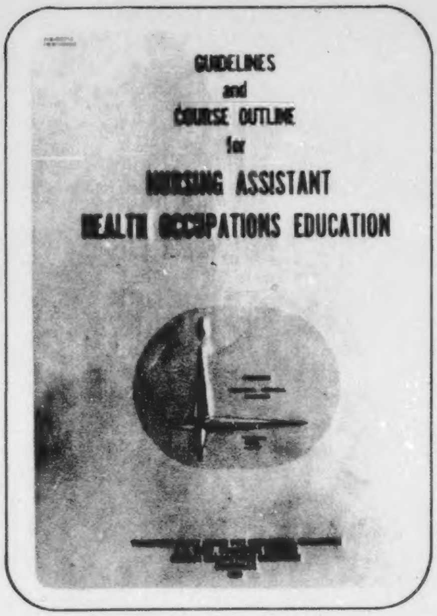
MATERIALS ABSTRACT

IL 000 070

TITLE OF MATERIALS

Guidelines and Course Outline
Nursing Assistant
Health Occupations Education
Code Number: 006-00012

Date developed and/or revised: August, 1967


GUIDELINES
and
COURSE OUTLINE
for
NURSING ASSISTANT
HEALTH OCCUPATIONS EDUCATION

NAME OF DEVELOPER(S)

Tennessee State Board for Vocational Education
Health Occupations Education Service

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
31 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ .75) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These guidelines were prepared to help the health and educational agencies in organizing classes for nursing assistant.

The content includes the following:

Philosophy
Qualifications for Instructors
Requirements for Applicants
Advisory Committee
Organization of a Nursing Assistant Program
Description of the Program
Physical Facilities
Bibliography
Course Content
    Unit I. Behavior and Working Relations
    Unit II. The Daily Activities of the Patient
    Unit III. Assisting with Nursing Skills
    Unit IV. Assisting with Advanced Nursing Skills
Suggested Contract
Chart--Educational Schedule
Definition of Common Terms
Performance Record

STATE SUBMITTING ABSTRACT

Name of State: Tennessee
Agency: Vocational Curriculum Laboratory
Address: P. O. Box 1114
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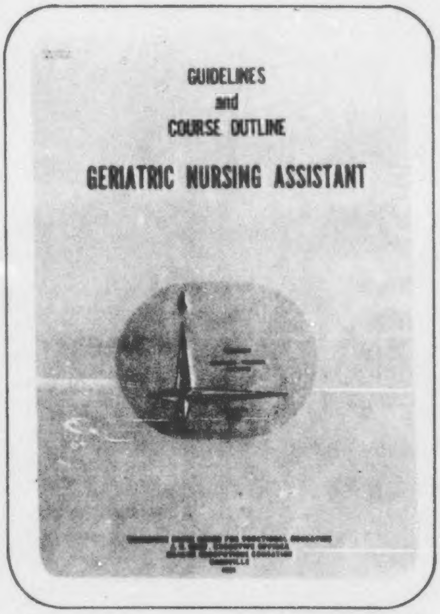
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


GUIDELINES
and
COURSE OUTLINE
GERIATRIC NURSING ASSISTANT

IL 000 071

TITLE OF MATERIALS
Guidelines and Course Outline
Geriatric Nursing Assistant
Code Number: 006-00013

Date developed and/or revised: August, 1967

NAME OF DEVELOPER(S)
Health Occupations State Staff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	15 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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PROVISIONS FOR ACQUIRING MATERIALS:

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TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These guidelines were prepared to help the health and educational agencies in organizing classes for Geriatric Nursing Assistant.

This publication covers the following:

Definition of Geriatric Nursing Assistant
Objectives
Philosophy
Advisory Committee
Qualifications for Students
Minimum Physical Facilities
Requirements for Applicants
Clinical Facilities
Length of Course
Curriculum for Geriatric Nursing Assistant
Possible Textbooks for Students
Teaching Aids
Suggested Contract for Geriatric Nursing Assistant
The Tennessee Plan for Geriatric Nursing Assistant Program
Course Outline

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 072

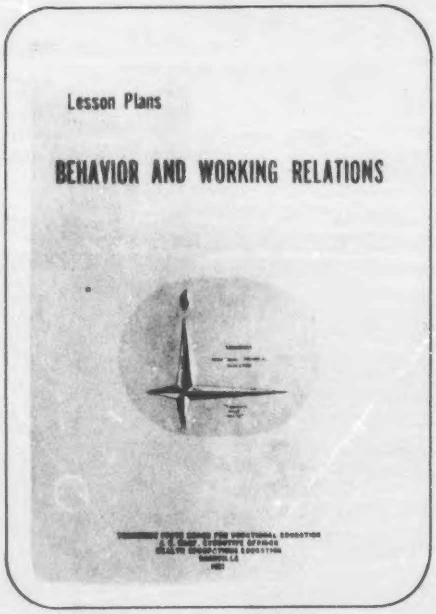
TITLE OF MATERIALS

Lesson Plans:
Behavior and Working Relations
Code Number: 006-00014

Date developed and/or revised: August, 1967

NAME OF DEVELOPER(S)

Health Occupations State Staff


Lesson Plans

BEHAVIOR AND WORKING RELATIONS

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	69 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These prepared plans should serve as a guide for the practical nursing instructor in preparing the daily lesson plans. Each lesson plan includes objectives, materials, instructional aids, outline of pertinent material to be presented in class, application, test, and summary.

Lesson plans are as follows:

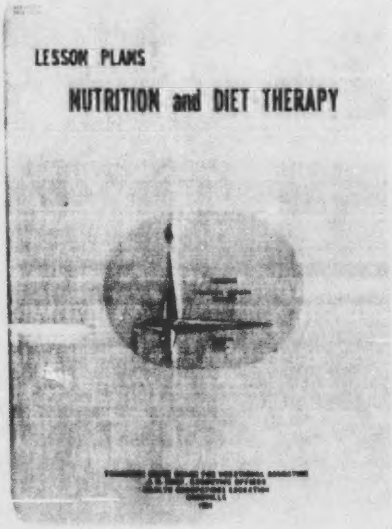
Introduction to the Practical Nursing Class
Definition of Terms
Brief History of Nursing and Nursing Trends
Relationship of the Practical Nurse to the Health Team
The Appearance and Grooming of the Practical Nurse
On Being a Student
How to Study
Importance of Recreation
The Personal Characteristics of the Practical Nurse
Cost and Care of Equipment and Supplies
Economic Security for Practical Nurses
Religious Responsibilities
Applying For and Resigning From a Position
Legal Responsibilities
Nursing Organizations
The Role of the Practical Nurse Student on the Health Team
Preparation of Student for State Board Examination

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
Phone AC/	615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


LESSON PLANS

NUTRITION and DIET THERAPY

IL 000 073

TITLE OF MATERIALS

Lesson Plans:
Nutrition and Diet Therapy
Code Number: 006-00015

Date developed and/or revised: August, 1967

NAME OF DEVELOPER(S)

Health Occupations State Staff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

____ Pages	146 Pages	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

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Abstract Prepared in 1974

DESCRIPTOR:

The practical nursing instructor will find these lesson plans helpful in preparation of her own lesson plans. This publication is separated into two parts--Part I contains lesson plans in nutrition and Part II contains lesson plans in diet therapy.

Part I--Nutrition
- Introduction to Nutrition and Diet Therapy
- Functions of Food Within the Body
- The Basic Four
- Laws Governing Food
- Enriched Food
- Food Processing
- Food Habits
- Food Fallacies
- Carbohydrates
- Fats and Fatty Acids
- Proteins and Amino Acids
- Fat Soluble Vitamins
- Water Soluble Vitamins
- Mineral Elements
- Energy Requirements
- Recommended Dietary Allowances
- Digestion and Absorption
- Regional and National Food Habits
- Religious Beliefs Affecting the Diet
- Diet in Pregnancy and Lactation
- Infant Feeding
- Progression of Child's Diet
- Geriatric Diets
- The Kitchen
- How to Buy Food
- Menu Planning for the Family
- Menu Planning for the Patient
- Food Preparation. Basic Principles
- Preparation of Food Cooking of Specific Foods

Part II--Diet Therapy
- Fluid and Electrolyte
- Diet in Fevers
- Tube Feeding
- Ulcer and Bland Diets
- High and Low Protein
- High and Low Carbohydrate Diet
- Low Residue Diet
- The Low Purine Diet
- Acid Ash Diet
- Sodium Restricted Diets, Cardiac Diets and Karell Diet
- Low Calorie Diet in Obesity
- Diabetic Diets

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 074

TITLE OF MATERIALS

Lesson Plans:
Medical and Surgical Nursing
Code Number: 006-00016R67

Date developed and/or revised: November, 1971

MEDICAL AND SURGICAL NURSING

NAME OF DEVELOPER(S)

Practical Nursing Instructors and Coordinators

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	201 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

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PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This manual should serve as a guide to the instructor in the development of daily lesson plans for medical and surgical nursing. This publication is arranged in two parts as follows:

Part I--MEDICAL NURSING
- Introduction to Medical Nursing
- Nursing Allergic Conditions
- Nursing Conditions of the Reproductive System
- Nursing Conditions of the Upper Respiratory Tract
- Nursing Conditions of the Lower Respiratory Tract
- Nursing Conditions of the Gastroenteric System
- Peptic Ulcer
- Nursing Conditions of the Musculoskeletal System
- Nursing Conditions of the Urinary System
- Cystitis
- Renal Stones
- Cause of Heart Disease
- Prevention of Heart Disease
- Nursing Care of Conditions of Circulatory System
- Coronary Heart Failure
- Nursing Care of Infections of Heart
- Nursing Care of Anemias
- Nursing Care of Thrombophlebitis
- Nursing Care of Neuritis
- Nursing Care of Epilepsy
- Nursing Care of Cerebral Hemorrhage
- Nursing Care of Simple Goiter
- Disease Conditions of the Thyroid Gland
- Nursing Care in Diabetes Mellitus
- Vitamin Deficiencies
- Nursing the Patient with Addison's Disease
- Nursing Care in Conditions of the Eye
- Nursing Care in Conditions of the Ear

Part II--SURGICAL NURSING
- Introduction to Surgical Nursing
- Preoperative Nursing Care
- Nursing Care of Burns
- Nursing Care of Prostatectomy
- Nursing Care of Hysterectomy
- Nursing Care of Tumors of the Lung
- Nursing Care of Lung Abscess
- Nursing Care of Appendectomy
- Nursing Care of Conditions of the Biliary Tract
- Nursing Care of Surgical Conditions of the Stomach
- Nursing Care of Surgical Conditions of Intestinal Tract
- Nursing Care of Fractures
- Nursing Care of a Patient in a Cast
- Nursing Care of Nephrectomy
- Nursing Care of Heart Surgery
- Nursing Care of Brain Tumors
- Nursing Care of Surgical Conditions of the Spinal Cord
- Nursing Care of Surgical Eye Conditions
- Hyperthyroidism
- Postoperative Nursing Care
- Postoperative Ambulation

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
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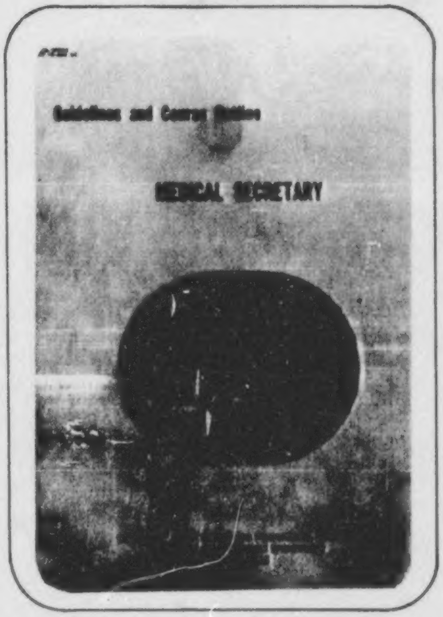
	Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 075

TITLE OF MATERIALS
Guidelines and Course Outline
Medical Secretary
Code Number: 006-00034
Date developed and/or revised: July, 1970

NAME OF DEVELOPER(S)
Health Occupations Education Staff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	56 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

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PROVISIONS FOR ACQUIRING MATERIALS:
☒ Purchase (Unit cost $ 1.50) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These guidelines were formulated for health occupations personnel and describe the program and requirements for medical secretary. The course content includes orientation, anatomy and physiology, medical terminology, medical secretarial procedures, medical transcription, coding and indexing, statistics, and pharmacology.

The content of this publication is as follows:

Philosophy
Definition
Objectives
Qualifications for Instructor
Requirements for Applicants
Student Expenses
Advisory Committee
Physical Facilities
Blue Print--Medical Secretarial Classroom and Laboratory
Clinical Facilities
Length of Course
Description of Program
Units of Instruction and Clinical Experience
Chart of Class and Clinical Schedule
Contract
Course Content

STATE SUBMITTING ABSTRACT

Name of State
Tennessee

Agency
Vocational Curriculum Laboratory

Address
P. O. Box 1114
Murfreesboro, Tennessee 37130

Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

LESSON PLANS - -
GERIATRIC NURSING

IL 000 076

TITLE OF MATERIALS
Lesson Plans:
Geriatric Nursing
Code Number: 006-00037R

Date developed and/or revised: May, 1972

NAME OF DEVELOPER(S)
Practical Nursing Instructors

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	33 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ● Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:
☒ Purchase (Unit cost $ 1.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These lesson plans should serve as an instructional aid for the teacher as she prepares her daily lesson plans. The lesson plans include objectives, references, materials, instructional aids, outline of pertinent material to be presented in class, application, test, and summary.

The lesson plans are as follows:

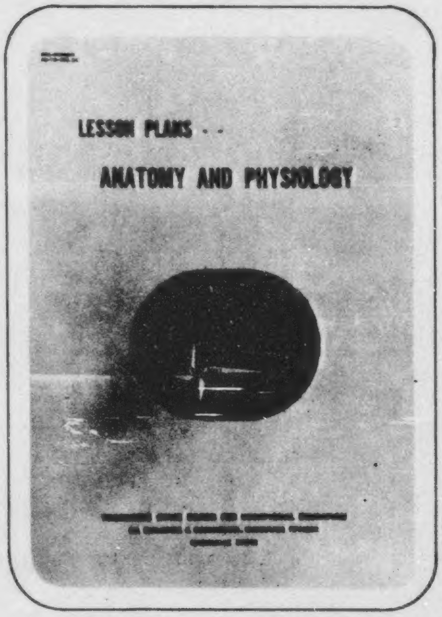
Introduction and Definitions
The Process of Growing Old
The Importance of the Care of the Aged Today
Type of Care Available
Planning for Old Age
Special Medical Problems
Special Surgical Problems
Special Mental and Emotional Problems
Nutrition of the Aged
Rehabilitation

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


LESSON PLANS - -

ANATOMY AND PHYSIOLOGY

IL 000 077

TITLE OF MATERIALS

Lesson Plans:
Anatomy and Physiology
Code Number: 006-00038R

Date developed and/or revised: February, 1973

NAME OF DEVELOPER(S)

Practical Nursing Instructors and Coordinators

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	54 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom: —

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.25) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These lesson plans should serve as an instructional aid for the teacher and as a guide in preparing her daily lesson plans. These lessons include objectives, references, materials, instructional aids, outline of pertinent material to be presented, application, test, and summary.

The lesson plans are as follows:

General Structure and Body Regions
Cells, Tissues, Organs and Systems
The Skeletal System
The Muscular System
The Nervous System
The Circulatory System
The Respiratory System
The Digestive System
The Urinary System
The Skin, Hair and Nails
The Male Reproductive System
The Female Reproductive System
The Endocrine System
The Special Senses

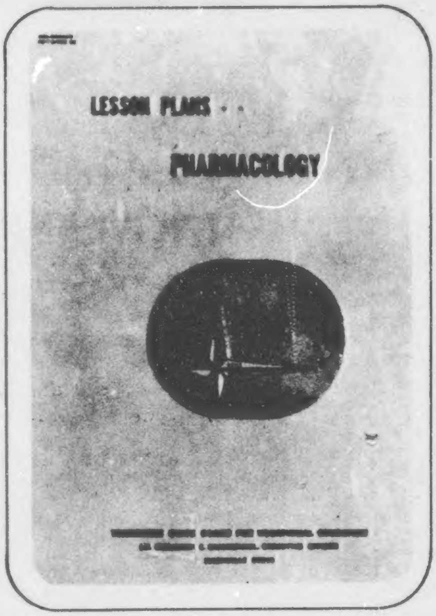
STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
Phone AC/	615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS	Lesson Plans: Pharmacology Code Number: 006-00039R Date developed and/or revised: February, 1973
NAME OF DEVELOPER(S)	Practical Nursing Instructors


LESSON PLANS - -

PHARMACOLOGY

IL 000 078

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	124 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This manual should serve as a guide to the instructor in the development of her daily lesson plans for Pharmacology.

The lesson plans are as follows:

Introduction to Pharmacology
Terminology
Abbreviations and Terms Used
Sources of Drugs
Drug Standards and Legislation
Arithmetic Review
Measurements--Metric and Apothecary
Application of Mathematics
Factors Modifying Dosage
The Action of Drugs
Narcotics and Barbiturates
Responsibility of the Practical Nurse in the Administration of Medicines
Charting
The Administration of Non-parenteral Medications
Administration of Medication by Subcutaneous and Intradermal Injection
The Administration of Medications by Intramuscular Injection
Drugs Used in Conditions of the Endocrine System
Administration of Insulin
Medications Used for Disorders of the Reproductive System
Medications Used for Respiratory System Disorders
Medications Used for Disorders of the Gastroenteric System
Medications Used for Musculoskeletal System
Drugs Used in Conditions of the Urinary System
Drugs Used in Conditions of the Cardiovascular System
Medications Used for the Central Nervous System
Drugs Used in Conditions of the Skin and Mucous Membranes
Drugs Acting on Peripheral and Autonomic Nervous System
Anti-infective Agents

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

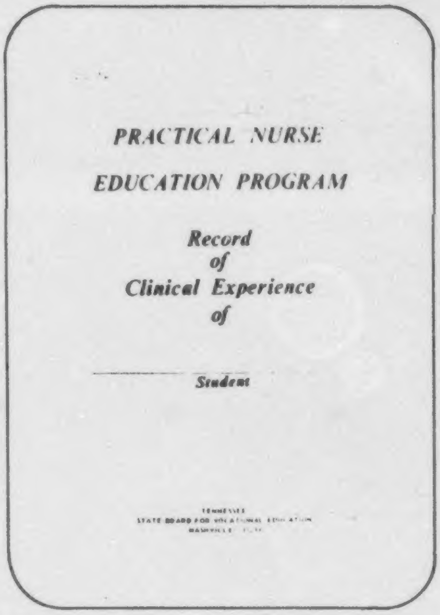
TITLE OF MATERIALS

Practical Nurse Education Program
Record of Clinical Experience
Code Number: 006-00041

Date developed and/or revised: May, 1971

NAME OF DEVELOPER(S)

Tennessee State Board for Vocational Education
Health Occupations Education Service



PRACTICAL NURSE
EDUCATION PROGRAM

Record
of
Clinical Experience
of

Student

IL 000 079

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 56 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ______________________________

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Developed for the student, this booklet is for use in recording the practical experiences in the cooperating hospital during the clinical phase of the practical nursing program. This publication is arranged in two parts.

PART I--CLINICAL EXPERIENCE RECORD BOOK

This book is a record of the laboratory and hospital experience of the student. It is to be kept by the student and should be available at all times.

PART II--STUDENT RECORD OF PATIENT'S CONDITION

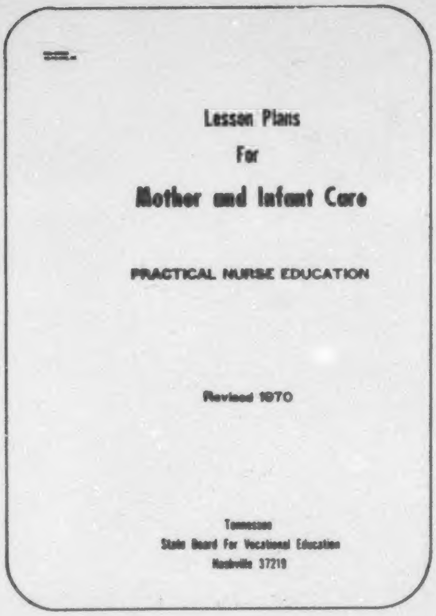
The student keeps a record of patient's conditions, including the number of patients and the number of nursing days.

STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


Lesson Plans
For
Mother and Infant Care

PRACTICAL NURSE EDUCATION

Revised 1970

Tennessee
State Board For Vocational Education
Nashville 37219

IL 000 080

TITLE OF MATERIALS
Lesson Plans:
Mother and Infant Care
Code Number: 006-00055

Date developed and/or revised: July, 1970

NAME OF DEVELOPER(S)
Health Occupation Instructors

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	172 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $ ______) ☐ Free ☐ ERIC Number ED 013 940

☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Curriculum Laboratory
P. O. Box 1114
Murfreesboro, Tennessee 37130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These prepared plans should serve as a guide for instructors, thereby providing assistance in the structure of daily lesson plans.

The lesson plans are as follows:

Review of Reproductive System
Social Significance of Childbirth
Conception
Physiological and Emotional Changes
Fetal Development
Prenatal Care
Minor Complications of Pregnancy
Toxemias
Abortions
Placenta Previa
Abruptio Placenta
Diseases Complicating Pregnancy
Uterine Contractions
Labor
First Stage of Labor with Appropriate Nursing Care
Second Stage of Labor and Nursing Care
Management of Third Stage of Labor
Natural Childbirth
Operative Delivery
Postpartum Care
Care of Perineum during the Puerperium
Early Ambulation and Breast Care
Complications of the Puerperium
Immediate Care of the Newborn
General Cbservations in Care of the Newborn
Daily Care of Newborn Infant
Premature
Malformations of the Newborn
Disorders of the Newborn: Infections
Disorders of the Newborn: Injuries
Asphyxia Neonatorum
Miscellaneous Disorders of the Newborn
Childbirth and Civilization

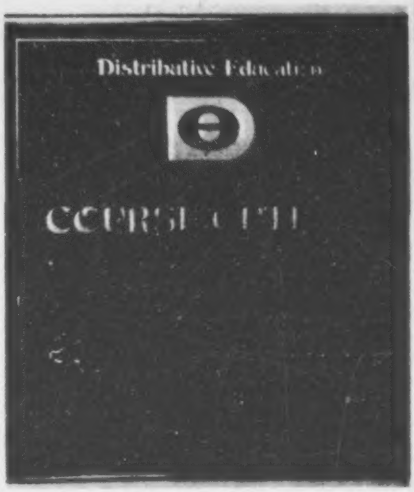
STATE SUBMITTING ABSTRACT

Name of State	Tennessee
Agency	Vocational Curriculum Laboratory
Address	P. O. Box 1114 Murfreesboro, Tennessee 37130
	Phone AC/ 615-896-1590

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 081



TITLE OF MATERIALS DISTRIBUTIVE EDUCATION COURSE OUTLINE

Date developed and/or revised: Revised 1972

NAME OF DEVELOPER(S) Coordinating Council for
Occupational Education staff
in conjunction with consultants

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 300 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: LeRoy A. McCartney, Director
Distributive Education
216 Old Capitol Building
Olympia, Washington 98504

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 8.50) ☐ Rent (Unit cost $___) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: LeRoy A. McCartney, Director
Distributive Education
216 Old Capitol Building
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course of study was developed by ten DE coordinators. Starting with old units of instruction, the first step was to rewrite and update the units in terms of behavioral or performance objectives. During the 1971-72 school year, each unit was tested locally by ten additional coordinators. During the summer of 1972 a workshop was held during which the writers and testers compared notes and completed the project. The course is divided into 22 units such as communications, human relations, salesmanship and business law. Each unit is in turn divided into several parts. Each part contains objectives, sources of additional information, an outline and suggested activities for teachers and students.

Supply for distribution is very limited.

STATE SUBMITTING ABSTRACT

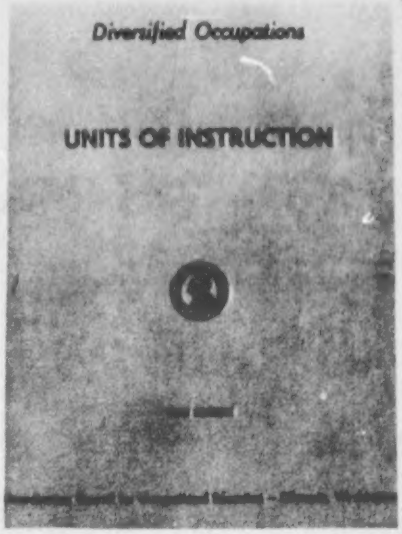
Name of State	Washington
Agency	Vocational Curriculum Management Center Coordinating Council for Occupational Education
Address	216 Old Capitol Building
	Olympia, WA 98504 Phone AC/ 206-753-0878

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS DIVERSIFIED OCCUPATIONS - UNITS OF INSTRUCTION

Date developed and/or revised: Developed 1973



IL 000 082

NAME OF DEVELOPER(S)

William E. Daniels
Professor - Teacher Education
Eastern Washington State College

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	275 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

LeRoy A. McCartney, Director
Wally Riggs, Program Specialist
Distributive Education
216 Old Capitol Building
Olympia, Washington 98504

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Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 6.50) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

LeRoy A. McCartney, Director
Distributive Education
216 Old Capitol Building
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Nine coordinators of diversified occupations met at Eastern Washington State College during the summer of 1973. The focus was to determine the major areas of instruction and prepare basic curriculum packages for each curriculum outlines, suggested activities, references, related information and forms where appropriate are included for many lessons grouped into nine major units: Introduction to diversified occupations, Employability, Career exploration and development, Job orientation, Business organization, structure, and function, Human relations, Business mathematics, Economics, Personal finance.

Supply for distribution is very limited.

STATE SUBMITTING ABSTRACT

Name of State	Washington
Agency	Vocational Curriculum Management Center Coordinating Council for Occupational Education
Address	216 Old Capitol Building
	Olympia, Washington Phone AC/ 206-753-0878

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 083

TITLE OF MATERIALS OFFICE OCCUPATIONS MODULAR CURRICULUM

Date developed and/or revised: Developed 1973-4

NAME OF DEVELOPER(S)
Jolene J. Workman, Head
Office Occupations
Hutchinson Career Development Center

Sande Bungart, Instructor; Kay Whipple, Instructor; Beverly Blankenship, Instructor; Julia Looney, Instructor

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	325+ Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Jolene J. Workman; 859 F Yak Estates, Fairbanks, AK 99701; 907-479-2564 or 907-479-2262

Other comment: 1-3 day workshop in philosophy and use of materials would be helpful.

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain This moduler curriculum utilizes printed materials which are copyrighted.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 70.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain Additional copies of Module Booklets are 50¢ each, additional copies of tests are 5¢ each.

TO ORDER, PLEASE CONTACT:
Jolene J. Workman, Head
Office Occupations
Hutchinson Career Development Center
3750 Geist Road
Fairbanks, AK 99701

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Because of the diverse skill level which was encountered among the potential students of the Office Occupations area (high school students and adults) there was a need for individualizing all the offerings in Office Occupations.

The format of the modular curriculum was based on programs which permitted the student to train for a specific occupational goal. This concept originated in the "Curriculum Guide for Office Education" published by Gregg/McGraw-Hill. Individualized learning packets in the form of booklets are being written in each of 65 different "modules" of instruction. Accompanying pre- and post-tests are written for each module which is divided into several sections. The modules consist of concepts and performance objectives which the students must complete at a defined degree of proficiency in order to complete the module and receive credit. An eighty-five percent performance standard is considered to be acceptable.

Several additional occupational titles have been included because of the expressed need by Fairbanks businessmen (through a community survey) and the Vocational Advisory Council. Students may elect one or more of these specific occupational programs and receive individualized instruction in these areas according to their previous skills and knowledge and their employment goal, which is chosen with the aid of an advisor/instructor. Preassessment tests in shorthand and typewriting are available.

The materials have been in use during the school year 1973-4 and have been found to be highly successful. There is a high degree of motivation because the students are not penalized for being a "slow learner" and they have the potential for earning additional credits in the same amount of time because of individualization.

The "Office Occupations Modular Curriculum" materials will allow the instructor to use existing materials and individualize them for use in his classroom. Part of the individualization process must include the utilization of tape players and an extensive library of tapes to allow the student flexibility in his occupational program.

STATE SUBMITTING ABSTRACT

Name of State	Alaska
Agency	Hutchison Career Development Center, Office Occupations
Address	3750 Geist Road
	Fairbanks, AK 99701 Phone AC/ 907-479-2262

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 084

TITLE OF MATERIALS

DIVERSIFIED OCCUPATIONS - BASIC COORDINATOR'S GUIDE

Date developed and/or revised: Developed 1973

NAME OF DEVELOPER(S)

Marie Snyder
Vocational Director
Kahlotus High School
Kahlotus, Washington

John W. Holmes
Vocational Director
ISD #114
Port Townsend, Washington

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 110 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:
LeRoy A. McCartney, Director
Distributive Education
216 Old Capitol Building
Olympia, Washington 98504

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

LeRoy A. McCartney, Director
Distributive Education
216 Old Capitol Building
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

As the name implies, this manual is for the local director and/or teacher who is going to try to set up and run a diversified occupations program. The information was prepared by vocational directors, college teacher trainers and state office supervisors in the Distributive Education and Diversified Occupations areas. Guidelines are set for many areas including: program description and objectives, teacher evaluation, forms related to the various activities.

Supply for distribution is very limited.

STATE SUBMITTING ABSTRACT

Name of State	Washington
Agency	Vocational Curriculum Management Center Coordinating Council for Occupational Education
Address	216 Old Capitol Building
	Olympia, Washington 98504 Phone AC/ 206-753-0878

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 085

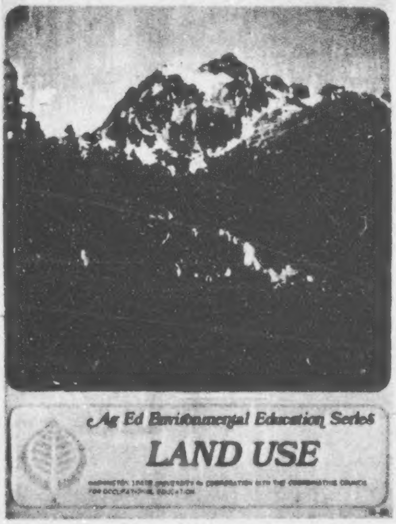
TITLE OF MATERIALS

AG ED ENVIRONMENTAL EDUCATION SERIES

Date developed and/or revised: Developed 1972

NAME OF DEVELOPER(S)

Rodney Tullock
Curriculum Specialist
Washington State University



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
360 Pages
8 booklets

☐ Video Tape
___ Minutes
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___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
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___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

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FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Art Nelson, Project Director
Vocational-Agriculture and Renewable Natural Resources Education
216 Old Capitol Building
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication is the product of a project carried on by the Coordinating Council for Occupational Education and the Department of Education, Washington State University. The project grew out of a recognition of the need to include as a part of the high school vocational agriculture curriculum information dealing with the environment, particularly as it relates to agriculture. There are eight units in the set: Understanding the Environment, Water, Noise, Agricultural Chemicals and Radiation, Animals, Plants, Air, and Land Use.

Each unit presents information about the problems and concerns, research and technical developments, attempts at problem solving, and the relation of each area to the total environment. These are not textbooks but are designed as supplemental reading.

STATE SUBMITTING ABSTRACT

Name of State
Washington

Agency
Vocational Curriculum Management Center
Coordinating Council for Occupational Education

Address
216 Old Capitol Building

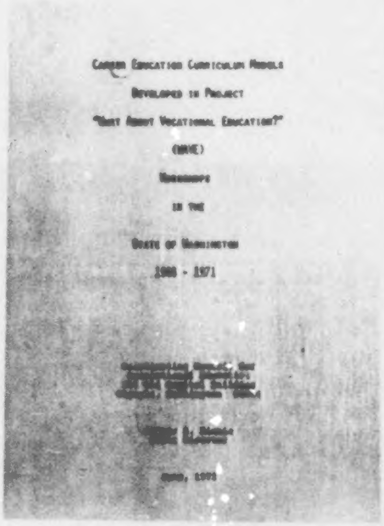
Olympia, Washington 98504 Phone AC/ 206-753-0878

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 086

TITLE OF MATERIALS	CAREER EDUCATION CURRICULUM MODELS Date developed and/or revised: Developed 1972
NAME OF DEVELOPER(S)	Dr. Stephen Donohue Assistant Professor Department of Education Washington State University
	Mr. Ralph Hadac Graduate Student Department of Education University of Washington



TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	96 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section: Contact persons are listed for each project described in the manual

By whom:

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TO ORDER, PLEASE CONTACT:

Ronald G. Berg
Career Education and Vocational Guidance
216 Old Capitol Building
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Project WAVE (What About Vocational Education) was initiated in Washington in 1968 to provide Washington State educators at all levels other than college with knowledge and skills necessary to assist students in their development of the awareness, attitudes, and skills needed to enter the "world of work".

Project WAVE consisted basically of a series of in-service training programs which encouraged the participants to design and implement projects which had tangible outputs, e.g., develop a course plan, teach a new course and report the results, plan and implement a vocationally oriented presentation, etc.

This manual represents an attempt to organize and report in summary form the results of some of these past projects to provide a useful reference tool facilitating the use of previous project results by others.

STATE SUBMITTING ABSTRACT

Name of State
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Address
216 Old Capitol Building
Olympia, Washington 98504 Phone AC/ 206-753-0878

IL 000 087

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

TASK ANALYSIS FOR INDUSTRIAL PLASTICS

Date developed and/or revised: Developed 1973

NAME OF DEVELOPER(S)

Oliver K. Schaer, Project Director
Trade, Industrial, and Technical Education Section

Richard Evans
~~The Boeing Company~~
Seattle, Washington

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	71 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Oliver K. Schaer, Director
Trade, Industrial, Technical Education
216 Old Capitol Bldg
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Schools thinking of starting a training program for plastics workers should find this manual a helpful tool when first meeting with an advisory committee and later for constructing course outlines. It is a detailed analysis of the tasks performed by three kinds of plastics workers: (1) tool maker, plaster and plastics, (2) plastic bench mechanic, and (3) machine and hand parts finisher. For each area there is a job description, a listing of the tasks to be performed, a description of the satisfactory performance level for each task, and performance objectives for a training course.

This manual was prepared with the guidance of an advisory committee selected from the Puget Sound area plastics industry.

STATE SUBMITTING ABSTRACT

Name of State	Washington
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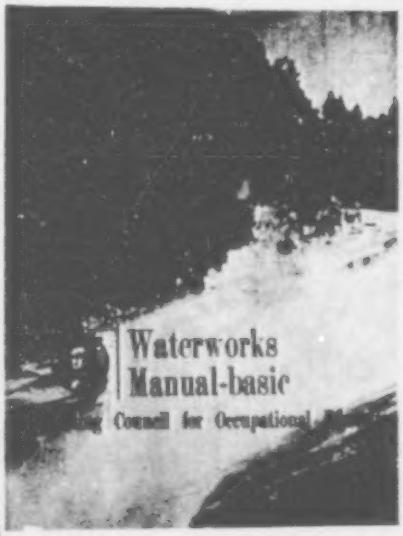
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 088

TITLE OF MATERIALS WATERWORKS MANUAL-Basic

Date developed and/or revised: Developed 1972

NAME OF DEVELOPER(S)

Mr. Dean Wagaman, State Director
Program Development Division

Mr. Oliver K. Schaer, State Director
Trade and Technical Section

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	227 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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TO ORDER, PLEASE CONTACT:

Oliver K. Schaer, Director
Trade and Technical Section
216 Old Capitol Bldg.
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This manual was prepared for use in the classroom and as a ready reference for people already working in the water utilities. It is an introducation to the waterworks field and contains basic information about the whole area including background science, installation and maintenance of systems, materials and equipment, distribution and financing.

This manual was prepared with the assistance of an advisory committee selected from the water utilities from across the state.

STATE
SUBMITTING
ABSTRACT

Name of State: Washington

Agency: Vocational Curriculum Management Center
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Olympia, Washington 98504

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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

CARPENTRY APPRENTICE RELATED TRAINING
INSTRUCTOR'S MANUAL

Date developed and/or revised: Developed 1973

CARPENTRY
Apprentice Related Training
INSTRUCTOR'S MANUAL
1

IL 000 089

NAME OF DEVELOPER(S)

Oliver K. "Hap" Schaer, Director
Trade, Industrial, and Technical Education Section

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

____ Pages	approx. 400 Pages (four volume set)	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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TO ORDER, PLEASE CONTACT:
Oliver K. Schaer, Director
Trade, Industrial, Technical Education
216 Old Capitol Bldg
Olympia, Washington 98504

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Abstract Prepared in 1974

DESCRIPTOR:

This four volume set contains detailed lesson plans for four years of carpentry apprentice related training. Each year is divided into thirty-six lessons. The lessons are grouped in units that begin with basic instruction about tools and materials, and proceed to the techniques of laying foundations, framing, and finishing. The fourth year is primarily review.

These manuals were developed by a state wide advisory committee and the support of the Washington State Apprenticeship Council, the Washington State Council of Carpenters, representatives of the United Brotherhood of Carpenters and Joiners of America, representatives of the Associated General Contractors and of the Master Homebuilders.

STATE
SUBMITTING
ABSTRACT

Name of State: Washington

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Address: 216 Old Capitol Building

Olympia, Washington 98504 Phone AC/ 206-753-0878

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 090

TITLE OF MATERIALS WASTE WATER PLANT OPERATORS MANUAL

Date developed and/or revised: Developed 1972

NAME OF DEVELOPER(S) Mr. Lyle Goodrich, Supervisor
Division of Vocational Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	252 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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TO ORDER, PLEASE CONTACT:

Oliver K. Schaer, Director
Trade and Technical Section
216 Old Capitol Bldg
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Written by a committee composed of operators, educators and engineers this volume attempts to combine three books needed for sewage treatment plant operators; a handbook, a reference text and a training manual for a basic short course. Units included are: treatment plant operation, collection of sewage, sewer maintenance, characteristics of sewage and wastes, basic treatment and disposal, operation of basic equipment, sampling and testing. It also contains a section dealing with basic math, hydraulics and chemistry.

STATE
SUBMITTING
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Name of State	Washington
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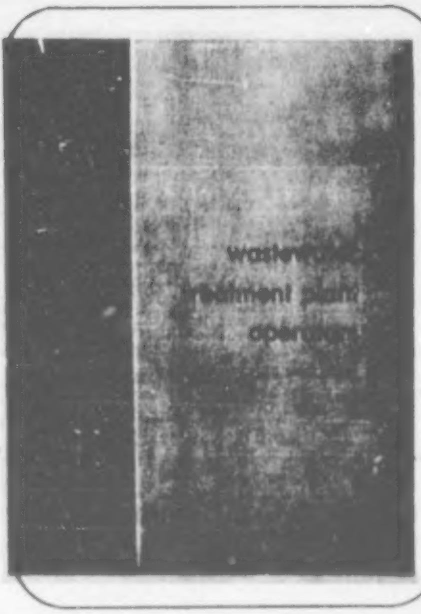
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 091

TITLE OF MATERIALS

TRAINING REQUIREMENTS AND PERFORMANCE
SPECIFICATIONS FOR
WASTEWATER TREATMENT PLANT OPERATORS

Date developed and/or revised: Developed 1971

NAME OF DEVELOPER(S)

Oliver K. Schaer, Project Director
Trade, Industrial, and Technical Education Sectio

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	55 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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TO ORDER, PLEASE CONTACT:

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Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The State Department of Health and the Water Pollution Control Commission identified the need to train new operators to fill vacancies created by operator attrition and construction of new municipal sewage treatment facilities. In July, 1969, they requested the Coordinating Council for Occupational Education (CCOE) to develop a preparatory training program for Wastewater Treatment Plant Operators. The project director formed an advisory committee (selected members of the Pacific Northwest Pollution Control Association) to plan the development of the training program.

The committee recommended that a training program be designed to train level III, Wastewater Treatment Plant Operators. The occupational analysis was completed in August, 1970, and validated by the advisory committee, and work copies were released to community colleges. In February, 1971, an addendum recommending performance standards for Grade IV Operators was attached to the mission statement at the request of the Manpower Development Training Director.

The job functions of the wastewater treatment plant operator have been defined and analyzed. From these, performance objectives were constructed that teachers can use to develop curriculum and materials for a two-year training program. The objectives are related to a program that requires both classroom and on-the-job training.

STATE
SUBMITTING
ABSTRACT

Name of State	Washington
Agency	Vocational Curriculum Management Center Coordinating Council on Occupational Education
Address	216 Old Capitol Building
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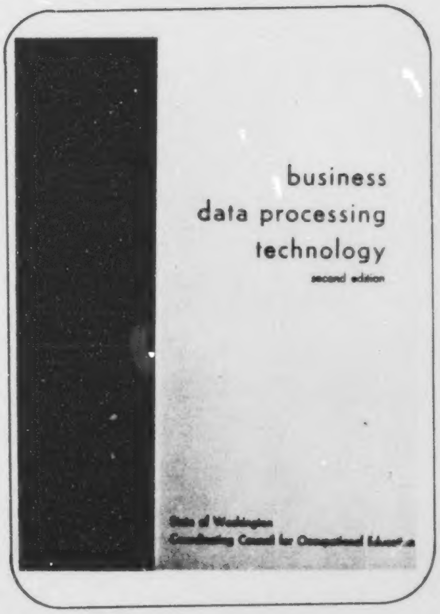
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 092

TITLE OF MATERIALS

BUSINESS DATA PROCESSING TECHNOLOGY

Date developed and/or revised: Developed 1973

NAME OF DEVELOPER(S)

Gilbert E. Zuerlein, Project Director

Zane Carey
Computer Sciences Corporation
Federal Building, Richland, Wash. 99352

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	62 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

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216 Old Capitol Bldg
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Abstract Prepared in 1974

DESCRIPTOR:

An advisory committee consisting of educators and representatives from industry met to revise and update the previously published Occupational Analysis for Data Processing. After the material was revised a data processing company was contracted to write performance objectives for the tasks that were analyzed. This manual contains both the task analysis and the related performance objectives.

The functions of data processing technicians are analyzed with an eye to creating training programs for the computer programmer and computer operator. Each function is divided into a set of tasks from which performance objectives are derived.

STATE SUBMITTING ABSTRACT

Name of State
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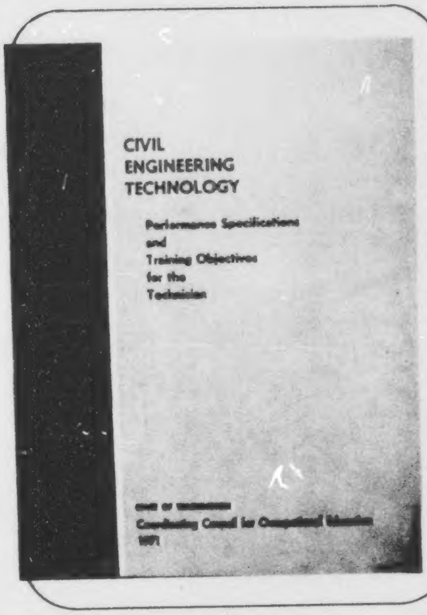
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


CIVIL ENGINEERING TECHNOLOGY

Performance Specifications and Training Objectives for the Technician

IL 000 093

TITLE OF MATERIALS CIVIL ENGINEERING TECHNOLOGY

Date developed and/or revised: Developed 1971

NAME OF DEVELOPER(S)
Frank H. Wimer, Project Director
Laurence Flinn, Project Coordinator

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
53 Pages

☐ Video Tape
____ Minutes
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____ Color
____ Size

☐ Film
____ Minutes
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____ Color
____ Size

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____ Color
____ B & W
____ Frames
Audio ( ) Yes ( ) No

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Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A group of civil engineering technology instructors and representatives from industry were invited by the state office of vocational education to meet and discuss curricular weaknesses. The group met intermittantly for two years for the development of an occupational analysis of the civil engineering technician field. This document is the result of that effort.

The functions of the civil engineering technician are analyzed under two basic categories, office services and field operations. In each category various tasks are defined generally and then divided into a set of performance objectives from which program and course outlines could be constructed.

STATE
SUBMITTING
ABSTRACT

Name of State: WASHINGTON

Agency: Vocational Curriculum Management Center
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Address: 216 Old Capitol Building

Olympia, Washington 98504 Phone AC: 206-753-0878

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

Guidelines For Clothing Education
HOME AND FAMILY LIFE EDUCATION
CARE
SELECTION
PHYSIOLOGICAL
ARTISTIC EXPRESSION
SOCIAL & PSYCHOLOGICAL
CONSTRUCTION
SIGNIFICANCE

IL 000 094

TITLE OF MATERIALS GUIDELINES FOR CLOTHING EDUCATION

Date developed and/or revised: Developed 1972

NAME OF DEVELOPER(S)

Marianne Andrews, Director
Home and Family Life Education

Laura E. McAdams, Associate Professor Emeritus
School of Home Economics
University of Washington

Joane Wohlgenant, Associate Professor Emeritus
Life Education and Assistant Professor
Washington State University

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 200 Pages

☐ Video Tape ___Minutes ___B & W ___Color ___Size

☐ Film ___Minutes ___B & W ___Color ___Size

☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

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Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.50 ea.) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Marianne Andrews, Director
Home and Family Life Education
216 Old Capitol Bldg
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Instructors teaching any level (beginning, intermediate or advanced) of clothing construction in the high school should find this set of guidelines helpful. Built around three sections (1) significance of textiles and clothing to the individual in society, (2) acquisition and use of textiles and clothing, and (3) clothing construction, the guidelines list major concepts and generalization supported by general behavioral outcomes, and suggest teaching plans and activities for each unit. In order to assess achievement, the individual teacher would need to identify more specific behavioral objectives, define working conditions, and establish criteria of acceptable performance. Appendixes contain additional guidelines for teaching, suggestions for individualizing instruction, and a bibliography of books, periodicals, films, transparencies and other materials.

STATE
SUBMITTING
ABSTRACT

Name of State	Washington
Agency	Vocational Curriculum Management Center Coordinating Council for Occupational Education
Address	216 Old Capitol Building
	Olympia, Washington 98504 Phone AC: 206-753-0878

OCCUPATIONAL CURRICULUM

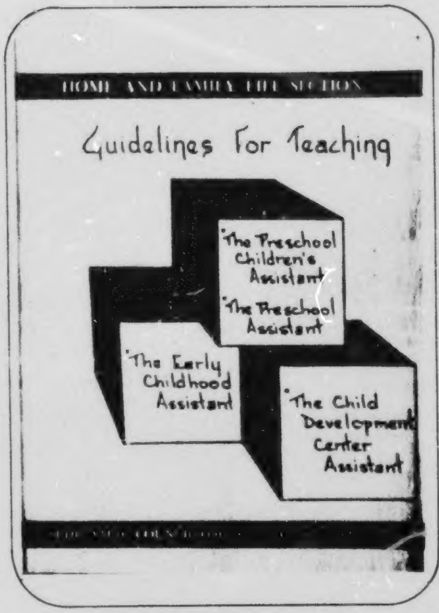
MATERIALS ABSTRACT

IL 000 095

TITLE OF MATERIALS

GUIDELINES FOR TEACHING THE PRESCHOOL ASSISTANT

Date developed and/or revised: Developed 1967; 1968-69; 1972


HOME AND FAMILY LIFE SECTION
Guidelines for Teaching
"The Preschool Children's Assistant"
"The Preschool Assistant"
"The Early Childhood Assistant"
"The Child Development Center Assistant"

NAME OF DEVELOPER(S)

Marianne Andrews, Director
Home and Family Life Section

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
45 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.00 ea.) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Marianne Andrews, Director
Home and Family Life Section
216 Old Capitol Bldg
Olympia, Washington 98504

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

For teachers and/or administrators who are interested in starting a program at the secondary or post secondary level for training the preschool children's assistant, child development center assistant, early childhood assistant, and/or the preschool assistant, this manual provides a course outline, a set of suggested learning activities connected to the "big ideas" (what the assistant should know), and listings of resources (books, films, etc.) relating to the activities and ideas.

STATE
SUBMITTING
ABSTRACT

Name of State	Washington
Agency	Vocational Curriculum Management Center Coordinating Council for Occupational Education
Address	216 Old Capitol Building
	Olympia, Washington 98504 Phone AC/ 206-753-0878

IL 000 096

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

"A Performance-Based Teaching Methods Course For Agricultural Education"

January 1970 and continuously

Date developed and/or revised:

NAME OF DEVELOPER(S)

Roland Peterson
University of Minnesota
College of Education
Dept. of Agricultural Education
St. Paul, MN 55101

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ☒ Paper Bound ☒ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
		X B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No 8-10 hour workshop is highly recommended to utilize the concepts and ideas of the course.

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section

By whom: Dr. Roland Peterson
University of Minnesota
Classroom-Office Bldg. 130
Other comments: Dept. of Agricultural Education, St. Paul, MN 55101

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain May be reproduced for local use but may not be reproduced for sale.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 20.00) ☐ Rent (Unit cost $_______) ☐ Free ☐ ERIC Number

☐ Other Explain Cost does not include video-taped demonstration models. Cost includes the 29 modules only.

TO ORDER, PLEASE CONTACT: Agricultural Education Department
130 Classroom-Office Bldg
University of Minnesota
St. Paul, MN 55101

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Twenty-nine performance areas were identified as critical behaviors for the beginning teachers to possess. Consequently, these 29 performance areas became the basis for 29 individualized instructional modules. Each module was organized into a worksheet around a format which included: 1) Module Title, 2) Introduction, 3) Objectives, 4) Pre-assessment, 5) Learning Activities, 6) Learning Resources, 7) Assignment, and 8) A Worksheet Section. Each module directs the student to listen to an audio-tape recorded discussion and/or the reading of materials pertinent to the performance area. Following these experiences, the student may observe a video-taped demonstration teaching situation which utilizes one of the problem-solving methods or a teaching technique. Finally, each student must perform each of the required tasks. This results in each student developing a minimum of 12 lesson plans and actually teaching each of them at least once. Each teaching performance is evaluated on a satisfactory or an unsatisfactory basis. Each student is video-taped on at least two of his micro-teaching experiences. If a performance is not acceptable, it is repeated until it can be performed satisfactorily. The modules included in the 29 performance areas are as follows:

Module 1:	Operating Audio-Visual Equipment and Learning Resources
Module 2:	Filing of Teaching Materials
Module 3:	Teacher-Pupil Planning
Module 4:	Five Problem-Solving Teaching Methods
Module 5:	Identifying Student Problems to the Problem-Solving Teaching Methods
Module 6:	Utilizing a Daily Lesson Plan Form
Module 7:	Writing Behavioral Objectives
Module 8:	Motivational Activities and Techniques
Module 9:	Reinforcement...Techniques
Module 10:	Questioning Techniques
Module 11:	Concluding a Discussion
Module 12:	Utilizing a Supervised Study Time
Module 13:	Handling Discipline Situations
Module 14:	Constructing Objective-Type Tests
Module 15:	Constructing Subjective-Type Test
Module 16:	Constructing Performance Evaluation Instruments
Module 17:	Grading Student Performance
Module 18:	Writing and Teaching a Lesson Using the Steps and Key Points Teaching Method
Module 19:	Writing and Teaching a Lesson Using the Possibilities and Factors Teaching Method
Module 20:	Writing and Teaching a Lesson Using the Advantages and Disadvantages Teaching Method
Module 21:	Writing and Teaching a Lesson Using the Present Situation vs Ideal Situation Teaching Method
Module 22:	Writing and Teaching a Lesson Using the Question-Answer-Discussion Teaching Method
Module 23:	Preparing Individualized Study Materials
Module 24:	Utilizing Resource Personnel
Module 25:	Utilizing Games and Simulated Situations
Module 26:	Utilizing Field Trips
Module 27:	Team Teaching
Module 28:	Utilizing Discovery Teaching Techniques
Module 29:	Teaching the First Day of School

The performance areas covered begin with developing teacher-pupil planning skills so that a beginning teacher can develop the ability to acquire the problems and concerns of students and then formulate these problems into meaningful lesson plans. This is followed by developing skill in utilizing critical behaviors in teaching and finally putting it all together by developing these problems into a complete lesson plan and actually teaching it.

STATE SUBMITTING ABSTRACT

Name of State
Minnesota

Agency
State Department of Education

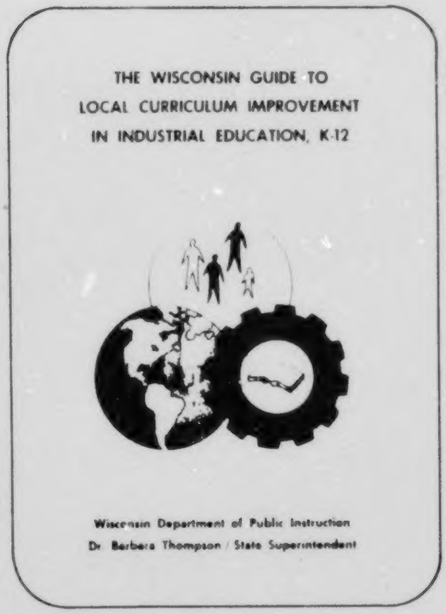
Address
Capitol Square, 550 Cedar Street
St. Paul, MN 55101

Jerome J. Schmehl   Phone AC/ 612-296-2421

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 097


THE WISCONSIN GUIDE TO
LOCAL CURRICULUM IMPROVEMENT
IN INDUSTRIAL EDUCATION, K-12

Wisconsin Department of Public Instruction
Dr. Barbara Thompson / State Superintendent

TITLE OF MATERIALS

The Wisconsin Guide to Local Curriculum Improvement in Industrial Education, K-12

Date developed and/or revised: November, 1972

NAME OF DEVELOPER(S)

Barbara Thompson, State Superintendent
Robert VanRaalte, Asst. Superintendent
Arnold Chandler, Chief
Ruel Falk, Director
Len Sterry
Committe Chairman
Dept. of Public Instr.
Madison, WI 53702
Eldon Broman, Milwaukee
John Debrauske, Sheboygan
Russell Gerber, River Falls
Richard Johnson, Waukesha
Jack Kirby, Platteville
Gary Novinska, Boscobel
Richard Roberts, Wausau
Lawrence Wright, Menomonie

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
25 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section

By whom:
Leonard Sterry, Dept. of Public Instruction, Madison, WI 53702
Lawrence Wright, Director, Graduate Major, UW-Stout, Menomonie, WI 54751
Jack Kirby, Professor, College of Industry, UW-Platteville, Platteville, WI 53818
James Bensen, Industrial Teacher Education, UW-Stout, Menomonie, WI 54751
Richard Kitzmann, Dept. of Public Instruction, Madison, WI 53702

Other comment:

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☒ Purchase (Unit cost $ .75) ☐ Rent (Unit cost $____) ☐ Free ☒ ERIC Number to be assigned
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Publications Unit
Department of Public Instruction
126 Langdon Street
Madison, WI 53702
(608) 266-2188

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Wisconsin Guide to Local Curriculum Improvement in Industrial Education, K-12 was developed to serve as a resource to schools for program improvement. The Guide will also serve as a resource for teacher education, reviewing teacher certification standards, planning facilities, selecting equipment and materials, and communicating a philosophy of industrial education to educators and the general public. The need for this publication was obvious because of the many requests received from school districts by the Department of Public Instruction for assistance in curriculum improvement. During recent years, a considerable amount of valuable research was conducted in the field of industrial education which prompted many school districts to re-evaluate programs. Federal legislation was enacted placing an emphasis on vocational education which also caused schools to re-evaluate existing programs.

Historically, industrial arts has been a component of general education and trade and industrial education has been a component of vocational education. Because both of these aspects of industrial education draw a body of content from industry, this publication identifies industrial education as a total program of instruction from kindergarten through grade 12.

The Guide was developed by a committee consisting of industrial education teachers, teacher educators, and supervisors from large, medium, and small school districts representing grades kindergarten through 12. During the course of development, suggestions were received from teachers throughout the State of Wisconsin. The curriculum committee used resource people from several subject areas. Curriculum specialists were consulted. Representatives from industry were asked to review materials at various stages of development. The research compiled during the past eight years was extensively used. An editor was consulted during the course of development. In addition, two thorough edits were made of the materials.

Within the Guide a rationale is established for why industrial education is taught in the schools of Wisconsin. A series of five broad objectives are identified for industrial education. Industry and industrial education are defined. An analysis of industry which serves as the content source is presented such that it interacts with each of the five objectives. A system of curriculum improvement is presented to assist local curriculum developers with identifying student populations to be served, stating sub-objectives, grouping sub-objectives into manageable groups such as courses, identifying specific content and generating activities to enable students to experience the content. A section of the Guide provides examples of how students may be stimulated to interact, make judgments, and draw personal conclusions from laboratory experiences. Many examples of sub-objectives and student activities are provided which are appropriate for students kindergarten through grade 12. Supplementary references are identified to further assist schools with curriculum improvement.

As a field test during the development of the Guide, a group of 30 industrial education teachers from throughout Wisconsin was assembled for a period of two weeks to work with the materials to determine if they were in usable form for local curriculum development. At this time, adjustments were made in the materials to further insure their usability.

Currently a series of 19 in-service workshops are being conducted throughout the State of Wisconsin to explain the Guide to teachers and to distribute copies for local use. During the summer of 1974, a group of 20 industrial education teachers and teacher educators will be assembled to work for a period of one week to become familiar with the Guide and to be prepared to conduct seminars with other teachers in the state. These seminars will be available in 20 locations for the convenience of teachers. University credit will be awarded. Seminar emphasis will be on the development of total programs of industrial education. Workshops will be encouraged after the seminars are completed for teachers to develop the necessary detail for improved programs.

In Wisconsin, two universities offer major programs designed to prepare industrial education teachers. Both of these institutions have agreed to use the Guide in curriculum courses.

Although the Guide has answered a number of questions, it has also prompted new questions to be asked. Research and development projects have been initiated to generate student activities consistent with the thrust of the Guide. An equipment selection and facilities planning guide is being developed to assist schools with planning for new emphases in industrial education. Teacher certification standards and teacher preparation programs are being reviewed.

STATE SUBMITTING ABSTRACT

Name of State
Wisconsin

Agency
Department of Public Instruction

Address
126 Langdon Street

Madison, WI 53702 Phone AC/ (608) 266-3390

IL 000 098

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

"Project Opportunity" (An Individualized Approach to Training Licensed Practical Nurses)

June 1971 - July 1974 (completion)

Date developed and/or revised:

NAME OF DEVELOPER(S)

Donna Richardson, Project Director
Gerri Driessen, Core Curriculum Specialist
Caroline Rosdahl, Consultant
Anoka Area Vocational-Technical Institute
Box 191 Anoka, MN 55303

TYPE OF MATERIALS: x Career Education x Occupational Education

☐ Hardcopy	x Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: x Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 x 11-12 x 13-14 x Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No (12 hour workshop is recommended for maximum benefit in using materials and updating.)

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Caroline Rosdahl, Donna Richardson
Anoka Area Vocational-Technical Institute
Anoka, MN 55303 (612) 427-1880 ext. 240

Other comments:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

x Purchase (Unit cost $ 14.50*) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain *Not entirely completed at this time, the price quoted is for the 30 modules which have been developed to this point.

TO ORDER, PLEASE CONTACT:

Caroline Rosdahl, Donna Richardson
Anoka Area Vocational-Technical Institute
Anoka, MN 55303 (612) 427-1880 ext. 240

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Objectives:

The primary purpose of the project was to develop evaluation, guidance, and tutorial services to maximize the previous health related experience and education of people and to enable them to be slotted, with advanced standing, into an existing practical nursing program. The objectives are:

1. To prepare materials to evaluate existing knowledge and skills of students entering the practical nursing program.
2. To prepare learning packets designed to allow the student to pace his own learning.

How it was developed:

The emphasis has been on developing modules which are intended to be versatile and adaptable by the classroom teacher. The intent has been to encourage continual updating and modification by the teacher, to best meet individual needs of students. For this reason, the materials have been published in paperback form in order to encourage this type of use by the teacher. Implementation allows each student to identify his own entry level and to develop his educational existence from that particular point.

Results/Accomplishments:

Modules of learning for core curriculum are: (may be used for grades 10-11-12 and for career education as well as the beginning core for Health Occupations Programs at Post Secondary Level)

Overview of Health Careers
The student as a Health Worker
P.E.O.P.L.E. (People Enrich Other Peoples' Lives Everyday)
Ethics
Basic Needs
Safety

Test pools have been developed.

Modules of learning for the practical nursing program that have been developed:

Personal and Vocational Relationships--4 packets
Nutrition--2 packets
Cardiopulmonary Resuscitation--2 packets
Psychosocial and Physical Disabilities--3 packets
Steps to Individualizing Learning--1 packet
Basic Nursing--10 packets
Body Structure and Function--10 packets

Modules developed for the surgical technician program:

Genitourinary Surgery
Tonsillectomy and Adenoidectomy Surgery
Appendectomy
Excision of Pilonidal Cyst
Nasal Surgery
Orthopedic Surgery
Surgery of the Ear
Gynecology and Obstetrical Surgery
Gastrointestinal Surgery
Spine and Vertebral Surgery
Cranial Surgery

Units to be complete by March 1974:

Care of the Adult Patient
Nursing of Children

Evaluation of the packets has been favorable, based upon observations of the students and faculty. Complete implementation of the practical nursing curriculum will be necessary to provide adequate evaluatory data. The module approach is valuable in evaluating previous education and/or experience.

STATE SUBMITTING ABSTRACT

Name of State Minnesota	
Agency State Department of Education	
Address Capitol Square, 550 Cedar Street St. Paul, MN 55101	
Jerome J. Schmehl	**Phone AC/** (612) 296-2421

IL 000 099

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Planning, Implementing, and Evaluating Career Preparation Programs.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Joseph Borgen and Dwight Davis

Co-Directors of the
Illinois Occupational Curriculum Project
(IOCP)

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☒ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
480 Pages	____ Pages	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Joseph Borgen and Dwight Davis
Weller Drive
Other comment: Plainfield, Illinois 815-436-5057

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain Copyrighted by McKnight, 1974

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $28.50 Net) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

McKnight Publishing Company
301 Prospect Road
Bloomington, Illinois 61701
Phone: 309-663-1341

Library of Congress 73-94207
S.B.N. 87345-590-8

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR: Planning, Implementing, and Evaluating Career Preparation Programs

The materials embodied in Planning, Implementing, and Evaluating Career Preparation constitute a practical and usable management systems package for use by local program leaders, both teachers and administrators. This step-by-step system is designed to help educators:

1. Identify new programs or modifications in on-going programs that meet the needs of a specific school service area.
2. Develop measurable student objectives and appropriate course/program content.
3. Manage the implementation of a new program.
4. Evaluate courses, programs, facilities, and instruction by using advisory committees, employers, teachers, etc.

Planning, Implementing, and Evaluating Career Preparation Programs is composed of five sections:

1. Management Strategies and Guidelines for Program Planning and Evaluation
2. Activities for Program Identification
3. Activities for Program Development
4. Activities for Program Implementation
5. Activities for Program Evaluation

Management Strategies assist in completing a step-by-step analysis of problems associated with program planning, operation, and evaluation.

Guidelines contain key questions that need to be answered for program identification, development, implementation, and evaluation.

Activities contain a procedure for answering each key question identified in the Guidelines, as well as sample forms, sample letters, sample survey instruments, sample handbooks, and other helpful materials that can be adapted or copied.

Planning, Implementing, and Evaluating Career Preparation Programs is a complete system to use - and adapt - to manage local programs to accomplish local objectives.

Planning, Implementing, and Evaluating Career Preparation Programs was funded jointly by the State of Illinois, Board of Vocational Education and Rehabilitation, Division of Vocational and Technical Education and Joliet Junior College, Joliet, Illinois.

Coprincipal Investigators were Joseph A. Borgen, Dean of Career Education and Dwight E. Davis, Dean of Instruction, Joliet Junior College.

Both investigators/authors have conducted workshops and lectured throughout the Midwest. The materials have been enthusiastically accepted by local leaders who have used the package.

The materials are packaged in a four-color, loose-leaf binder. The 8-1/2" by 11" size pages are organized with index tabs identifying key management questions.

STATE SUBMITTING ABSTRACT

Name of State
Illinois

Agency
Division of Vocational and Technical Education

Address 1035 Outer Park Drive, Suite 201

Springfield 62706 Phone AC/217-525-4871

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 100

TITLE OF MATERIALS

Vocational Vocabulary Development in Occupational Areas for Hearing Impaired Persons

Date developed and/or revised:

NAME OF DEVELOPER(S)

Mrs. Nancy Hagen
Instructor - Hearing Impaired Programs
Mr. James Meyer
Media Specialist
North Central Technical Institute
Wausau, Wisconsin

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☒ Film	☐ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	X B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	X Size Super 8 MM	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section

By whom: Mrs. Nancy Hagen

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ Unavailable) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Mr. Clifford Zenor
Vocational Education Consultant - Instructional Services
Wisconsin Board of Vocational, Technical and Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Lack of adequate instructional materials in post-secondary vocational programs for hearing impaired severely limits the educational opportunities available for the deaf. With this in mind, development of selected vocabulary materials for teaching vocational education concepts and skills was undertaken.

The objectives were:

a. to develop self-study instructional packages in five to ten occupational areas.

b. to design self-study instructional packages to open up vocational education opportunities for the deaf.

c. to give flexibility in scheduling and utilization of the interpreters working with the deaf.

The packages consist of a student manual, along with appropriate visual materials. Loop films introduce vocabulary terms in occupational areas to facilitate deaf students in the development of occupational skills. The films show the machines and/or concepts of the occupations along with the name in long hand while the proper "sign" for related terminology is shown. The signs are also shown in the printed material. With this background, the students are better ready to use the equipment in their occupational programs.

Occupational areas developed in this manner are:

Printing
Filing
Tailoring
Account Clerk
Auto Body
Math

Drafting
Business Machines
Machine Tool Operation
Blueprint Reading
Dark Room
Nurse's Aid

STATE SUBMITTING ABSTRACT

Name of State	Wisconsin
Agency	Wisconsin Board of Vocational, Technical and Adult Education
Address	4802 Sheboygan Avenue Madison, Wisconsin 53702
	Phone AC/ 608-266-3316

OCCUPATIONAL CURRICULUM

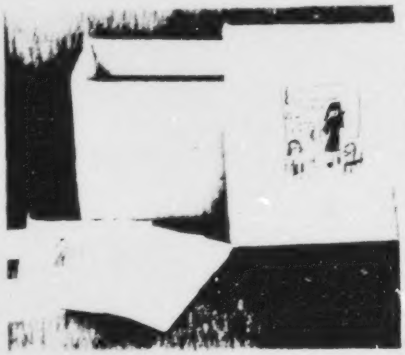
MATERIALS ABSTRACT

IL 000 101

TITLE OF MATERIALS

ETC Project Curriculum Guides with
Accompanying Student Materials

Date developed and/or revised: June 1974



NAME OF DEVELOPER(S)

Dr. Marla Peterson, Project Director
Dr. Ann Jackson, Materials Development Coordinator
Dr. Carl Tausig, Research Specialist
Mrs. Janet Sutherland, Curriculum Specialist
Mrs. Judith Barford, Technical Assistant

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy
____ Pages

☐ Paper Bound
____ Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrator ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section.

By whom: Five professional staff members from the ETC Project are available to show how the curriculum guides and student materials are to be used in the classroom. For consulting services contact Dr. Marla Peterson, Room 126 Buzzard Laboratory School, Eastern Illinois University, Charleston, Illinois 61920. Telephone - 217/581-5816

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain The curriculum guides and student materials are under developmental copyright.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain The materials will be available after June 15, 1974 from a publishing agency which is still to be named.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

As more and more schools became interested in developing K-6 career education programs, there was need for transportable systems that would aid local schools in developing and conducting career education programs. School personnel were asking, "What should be included in a program? What procedures have other people used? How does the infusion of career development concepts and subject matter concepts take place?" These kinds of questions imply that school systems are not always able to and may not want to do all the developmental work associated with a curricular effort. With this in mind, the Curriculum Center for Occupational and Adult Education, United States Office of Education funded a project which had the following purposes: (1) develop, evaluate, and disseminate career education curriculum guides that are applicable to any school with grade levels functionally equivalent to K-6 and which result in the integration of positive values and attitudes toward work, self awareness, development of decision making skills, and awareness of occupational opportunities in career lines within major occupational fields; (2) develop, implement, evaluate, and disseminate sample teaching learning modules for the K-6 curriculum guides achieved by fusing and/or coordinating academic and occupation concepts; and (3) develop, evaluate, and disseminate a design of a K-6 career education instructional system which is adaptable to any elementary instructional program and which may serve as an alternative to present career education instructional systems.

During the first contractual period (June 15, 1972-June 15, 1974) the following products were produced:

Annotated Bibliography of K-6 Career Education Materials
Coping Behaviors Dimension Guide
Decision Making Dimension Guide
Lifestyle Dimension Guide
Self-Development Dimension Guide
Interacting Dimensions Handbook (Attitudes and Appreciations, Career Information, and Educational Awareness Dimensions)
Teacher Education Materials for the Dimension Guides
Student Materials to Accompany the Dimension Guides

Major concepts and subconcepts for the dimensions, teacher goals, pupil performance objectives, infusion strategies which bring together career development and subject matter concepts, and REACT (Reinforcement Activity) pages for students are included in the guides.

Pilot testing of the materials took place in Buzzard Laboratory School, Eastern Illinois University, Charleston, Illinois. Children were actively involved in helping design career education activities. Field testing then took place in the Waukegan, Illinois Public Schools, Springfield, Oregon Public Schools, Pueblo, Colorado Public Schools, and Beloit, Kansas Public Schools. These schools represented systems that were in various stages of inaugurating K-6 career education programs. Teachers in two systems had received no inservice training prior to implementation. In one system, teachers were in the third year of a K-6 career education curriculum and the other system was in the second year of career education program development.

Initial field testing data from students and teachers indicates that an extremely useable product has been developed. The materials represent one of the first major curricular efforts which actually shows how career development concepts can be infused with ongoing mathematics, science, language arts, and social studies programs. A highly sophisticated curricular design has been translated into processes and content that can be implemented in the elementary classroom.

STATE
SUBMITTING
ABSTRACT

Name of State: Illinois
Agency: The Center for Educational Studies
School of Education
Address: Eastern Illinois University
Charleston, Ill. 61920 Phone AC/ 217/581-5816

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 102

TITLE OF MATERIALS
Custodial Services
Program

Date developed and/or revised: June, 1973

NAME OF DEVELOPER(S)
Mr. Ronald Hall
Moraine Park Vocational, Technical
and Adult Education District
Fond du Lac, Wisconsin

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☒ Film ☒ Slides & Film Strips

Hardcopy	Paper Bound	Video Tape	Film	Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
There are a number of materials to support the program and it is difficult to explain all of them.		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain ___

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ Unavailable) ☐ Rent (Unit cost $ ___) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:
Mr. Clifford Zenor
Vocational Education Consultant - Instructional Services
Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The program was developed to provide skill, related and on-the-job training in building custodial and janitorial services to a selected number of mentally and socially handicapped persons incarcerated in the State of Wisconsin. This does not mean it has to be used only in such a situation, it can be used in other educational settings.

The objectives of the program are:

- a. To train persons to work in custodial and janitorial positions with knowledge and skills in the necessary methods, materials, equipment and activities of such positions.
- b. To help students develop positive attitudes toward work and personal problems.

The program consists of classroom work, laboratory work and on-the-job training. Films, film-strips, charts and other audio visual aids are used. A learning laboratory is provided which allows experience in cleaning and maintaining various materials used in all types of buildings. These include: hard wood floor, cement floor, various floor tile, carpeting, wall tile, paneling, wallpaper, paint, window and mirror, light fixtures, bathrooms, as well as other materials.

The laboratory used in the program is especially designed to have student stations including the previously mentioned materials allowing the students first hand experience with each.

The related instruction includes learning about the many types of cleaning and preserving materials used in custodial situations, along with instruction in basic subjects such as reading, math and others as needed by the students.

The teaching materials and experiences are designed to allow each individual to progress at his own rate. This provides for open entry-open exit to the program. This is especially important in a correctional institution where inmates are coming and going almost every day of the week. It is highly necessary to allow the people to progress as rapidly as they can because there is no other program like this to transfer to after leaving the correctional institution, thus the need to complete before leaving.

Follow-up is underway of those inmates who have completed the program to find out what they are doing and how effective the preparation was for them. This will mean a close look for several months before a valid evaluation can be completed.

STATE SUBMITTING ABSTRACT

Name of State	Wisconsin
Agency	Wisconsin Board of Vocational, Technical and Adult Education
Address	4802 Sheboygan Avenue Madison, Wisconsin 53702
	Phone AC/ 608-266-3316

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 103

TITLE OF MATERIALS

Consumer and Homemaking Curriculum Development

1968/continuous revision

Date developed and/or revised:

NAME OF DEVELOPER(S)

Dr. Marjorie C. Jerry, Project Director 1968-1972
Associate Professor
Home Economics Education
Indiana State University
Terre Haute, IN 47809

Mrs. JoAnne Rowe, Project Coordinator 1972-
Instructor
Home Economics Education
Indiana State University
Terre Haute, IN 47809

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

Addressed to consumer and homemaking education-preparation of dual role homemaker/wage earner

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	____ Color
Material is loose leaf form for filing or notebook use.		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other Easily adapted to all groupings

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No Not required but highly desirable

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No
In-state

If Yes, Please Fill Out This Section:

By whom: Joyce L. Konzelman, Chief Consultant
Consumer and Homemaking & Home Economics Related Education
Room 1012, State Office Building
Indianapolis, IN 46204

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

Cost varies according to specific material requested

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Resource Center
Division of Industrial Education
Indiana State University
Terre Haute, IN 47809

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

To meet the need for increasing the relevancy of the Consumer and Homemaking curriculum, a study in curriculum revision was undertaken in 1968. A system analysis was developed and an advisory committee established with broad representation - school administrators, home economics teachers from a variety of educational situations, teacher educators, subject matter specialists, elementary educators, lay personnel from the business world, and vocational educators from Office of State Superintendent of Public Instruction. Workshops were held involving teachers, subject matter specialists, and teacher education consultants.

The Revised Curriculum is designed to help prepare youth for the role of homemaker and to contribute to their employability in the dual role of homemaker and wage earner. The materials were developed utilizing the conceptual approach to learning and include experiences designed to assist students in comprehending the interrelationships of concepts. When students reach a level of conceptual development at which they can formulate generalizations relating ideas, learning becomes more useful, permanent, and transferable. Behavioral objectives are classified according to Taxonomies of Educational Objectives: Cognitive Domain, Affective Domain, and Psychomotor Domain.

The pupil in the classroom becomes the ultimate consumer of curriculum and decides what he will accept and what he will retain. Major curriculum decisions are made at the point of interaction of pupil with teacher. The value of a curriculum guide in whatever form produced, hinges on the use of the guide in the implementation of curriculum at the local level. This curriculum is produced as a process file.

The curriculum package or file for Consumer and Homemaking is both a product and a process designed and arranged to facilitate use. The conceptual framework for the various courses have been separated by units and sub-concepts. All resource materials or teaching aids follow the same coding system. This promotes effecient filing and retrieval of materials and enables assistants--pupils or paraprofessionals--to function effectively with the classroom teacher.

The curriculum sheets are developed in a consistant format. Each sheet, in addition to the conceptual identification, carries the following four columns of information:

1. Objective level
2. Sub-concept and supporting framework
3. Learning experience examples
4. Generalizations

The process and the product are both important aspects of organization for teaching consumer and homemaking education. As individual teachers or groups of teachers develop new objective level sheets or new experiences for the file, these can be produced quickly for mass distribution without complete resource guide revision. As sheets need to be deleted, a memorandum can carry this information to teachers. As new and improved teaching aids are developed by teachers or by commercial producers, these can be coded and inserted quickly in the file. Flexibility and ease of use remain the guiding keys to the Consumer and Homemaking Education Process File.

To facilitate the use of the curriculum, in-service education was conducted to assist teachers in both content and teaching techniques; the first workshop was designed to aid in using the process file approach as well as essential philosophy change, the second focused on teaching techniques and resources. Other assistance has been given at state conferences and in local settings.

While at first there was a general resistance to subjecting ninth graders to consumer education/relationships approach to secondary home economics, the resistance has gradually subsided as teachers became familiar and comfortable with the approach and as student acceptance is readily apparent.

STATE
SUBMITTING
ABSTRACT

Name of State
INDIANA

Agency
State Department of Public Instruction

Address
Division of Vocational Education, 1012 State Office Building

Indianapolis, IN 46204 Phone AC/ 317/633-4841

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 104

TITLE OF MATERIALS

Career Development for Children Project
K-8 career education curriculum materials, teacher's guides and technical papers and reports

Date developed and/or revised: 2-15-70 to 8-31-73

Career Development for Children Project
Department of Occupational Education
Southern Illinois University at Carbondale

NAME OF DEVELOPER(S)

Larry J. Bailey
Project Director
Department of Occupational Education
Southern Illinois University
Carbondale, Illinois

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☒ Slides & Film Strips
x Color
____ B & W
____ Frames
Audio (x) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS?* ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Larry J. Bailey

*minimum only

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain Experimental materials have been awarded to McKnight Publishing Company for additional development and Nationwide implementation.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number

☒ Other Explain All technical papers and final report have been submitted to VT/ERIC for processing. Accession numbers have not been assigned to date.

TO ORDER, PLEASE CONTACT:

Availability of commercial forms of curriculum materials will be announced by McKnight in mid-year 1974.

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Abstract Prepared in 1974

DESCRIPTOR:

Goals and Objectives

The primary purpose of the project was to develop experimental career development curriculum materials for elementary and junior high school students. Supporting aims were to develop a logical-theoretical paradigm and comprehensive, organized curriculum framework.

Procedures

To achieve program objectives the operational tasks were those of designing behavioral descriptions to encompass the "developmental tasks" of career development at various age levels, deducing general and specific performance objectives at each developmental level, and designing learning experiences to enable each individual to successfully cope with the demands of each career developmental task. Curriculum materials and teachers guides were developed to enable each student to learn about "self" and the "world of work" at greater levels of specificity.

Accomplishments

A teacher's guide containing five instructional units and separate instructional materials and activities were developed for each grade one through six. A teacher's guide and student text were developed for both grades seven and eight. Technical reports and descriptive materials documenting the project's theoretical orientation were developed and have been deposited with the ERIC Clearinghouse on Vocational and Technical Education. The experimental curriculum materials have been awarded to McKnight Publishing Company through competitive bidding. Commercial versions of grades one through three materials are expected to be completed for the 1974-75 school year.

Conclusions

The Career Development for Children Project has demonstrated high standards of performance which are reflected in its conceptual base, materials development, technical memoranda, National visibility, professional acceptance and future potential.

STATE
SUBMITTING
ABSTRACT

Name of State	Illinois
Agency	Division of Vocational and Technical Education
Address	1035 Outer Park Drive Springfield, Illinois 62706
	Phone AC/ 217-525-4620

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

INDIVIDUAL STUDY GUIDE

VOLUME 1

AUTO MECHANICS

IL 000 105

TITLE OF MATERIALS AUTO MECHANICS VOL. 1 Individual Study Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Muhammad Aslam Asghar

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	315 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 8.50) ☐ Rent (Unit cost $_______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The AUTO MECHANICS VOL. 1 Student Study Guide consists of an analysis together with assignment sheets covering related occupational information. It has been designed to help the student learn on an individual basis in either a full-time school or cooperative part-time program.

STATE SUBMITTING ABSTRACT

Name of State Missouri

Agency Instructional Materials Laboratory

Address University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 106

TITLE OF MATERIALS Teacher-Coordinator Operational Handbook with Slides and Script

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
South Carolina State Department of Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☒ Slides & Film Strips
____ Pages	58 Pages	____ Minutes	____ Minutes	X Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	80 Frames
		____ Size	____ Size	Audio (X) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:
☒ Purchase (Unit cost $ 19.00) ☐ Rent (Unit cost $ ____) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This handbook is designed to present information and suggestions for developing a more effective and productive distributive education program. It can be used as a guideline to aid new and experienced teachers, school administrators, guidance personnel, lay public and students. The first section deals with a general outline of the six major areas for which the DE teacher/coordinator is responsible and the remaining sections relate to these six major areas of responsibility.

Accompanying the book is a set of 80 slides with script designed to be used by teacher/coordinators in introducing students to Distributive Education.

This publication was developed by a group of Distributive Education coordinators during an EPDA workshop.

STATE SUBMITTING ABSTRACT

Name of State South Carolina	
Agency Vocational Education Media Center	
Address Clemson University	
Clemson, South Carolina	Phone AC/ 803-656-3115

IL 000 107

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Home Economics Competency Studies, 1973
Institutional and Household Maintenance;
Care/Development of Children
Family and Community Services
Clothing, Apparel, and Textile Services
Food Service
Interior Design and Furnishings
Date developed and/or revised:

NAME OF DEVELOPER(S)

Dr. Ruth P. Hughes, Head, H.Ec. Ed., Iowa State U.
Dr. Irene Beavers, Assoc. Prof., H.Ec.Ed., ISU
Dr. Billie Sands, Actg. Head Dept. of Home
Economics, University of Northern Iowa

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

____ Pages

945 pages in 6 publications

Video Tape: ____Minutes ____B & W ____Color ____Size

Film: ____Minutes ____B & W ____Color ____Size

Slides & Film Strips: ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Ruth Hughes, Iowa State University, Ames, Iowa (515)294-6444
Dr. Irene Beavers, Iowa State University, Ames, Iowa (515)294-3991
Dr. Billie Sands, University of Northern Iowa, Cedar Falls, Iowa (319)273-2814

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Director, Career Education Division
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319
Telephone (515) 281-5331

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

HOME ECONOMICS RESEARCH, COMPETENCY STUDIES, TASK ANALYSES

Task analysis studies of specific occupations related to home economics were undertaken to provide basic data for development of instructional objectives and content for preparation of individuals for employment in home economics related occupations.

Six studies were administered by the Department of Public Instruction and the Departments of Home Economics Education at Iowa State University, Ames, Iowa, and University of Northern Iowa, Cedar Falls, Iowa.

Four studies were conducted by Iowa State University:

- Housing, Design, and Interior Decoration (VTP 603)
  - Identification of Tasks in Occupations Related to Interior Design and Furnishings (revised title)
- Food Service
- Paraprofessional Child Care Occupations in Iowa
- Institutional and Household Services
  - Identification of Tasks in Occupations Related to Institutional and Household Services (revised title)

Two studies were conducted by the University of Northern Iowa:

- Clothing, Apparel and Textile Industry in Iowa (VTP 660)
  - Identification of Tasks for Clothing, Apparel and Textile Service Occupations in Iowa (revised title)
- Family and Community Services Occupations in Iowa (VTP 658)
  - Identification of Tasks for Family and Community Service Occupations in Iowa (revised title)

The studies identified tasks performed by employees in specific home economics related occupations, the frequency of task performance, which tasks were common among occupations, and which tasks were unique.

Job-task matrices with appropriate explanations were developed for use by teachers in curriculum development.

STATE SUBMITTING ABSTRACT

Name of State IOWA

Agency IOWA STATE DEPARTMENT OF PUBLIC INSTRUCTION
Career Education Division

Address Grimes State Office Building
Des Moines, Iowa 50319

Phone AC515 281-5331

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 108

TITLE OF MATERIALS
ABLE Model Program
(The World of Work as an Organizing Center for the Curriculum of the Elementary School)
July 1, 1970 to August 31, 1973
Date developed and/or revised:

NAME OF DEVELOPER(S)
Dr. Walter Wernick
Professor of Education
Northern Illinois University
DeKalb, Illinois 60115

Career Education Activities through World of Work Resources

able

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy
260 Pages

☒ Paper Bound
200 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☒ Film
11 Minutes
____ B & W
x Color
16 mm Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher
☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher
☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:
By whom: Dr. Walter Wernick, Professor of Education, Northern Illinois University, DeKalb, Illinois 60115 - (815 753-1959)
Other comments: Several participating teachers throughout the state can be utilized as talent for workshops or courses.

COPYRIGHT RESTRICTIONS: (x)Yes ( )No
Explain Some materials have ABLE copyright, but permission has been granted to all who have asked for ABLE content.

PROVISIONS FOR ACQUIRING MATERIALS:
☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Dr. Walter Wernick (815 753-1959)
Multiple copies of each item may not be readily available.

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The materials were developed through a grant from the research and development unit of the Division of Vocational and Technical Education, State of Illinois. The project's original objectives were to design a model to provide occupational information to children and to develop positive attitudes toward work. A strategy was adopted to help the teacher think through practical concerns of teaching so that the instructional program would deliberately put children in contact with active adults in their local communities. The materials were developed in cooperation with teachers, administrators, pupil personnel workers, and teacher educators in the Northern area of the state. Participating educational workers tried out their own and project ideas to test workability of ideas and suitability to local resources and objectives. Project staff transformed the ideas and designed media to disseminate suggestions to interested parties. On-site consultant help, workshops, displays, a newsletter, and other means of communication facilitated the exchange and production of ideas.

The work of the teacher was a central focus of research efforts. How teachers plan, how they draw upon the instructional support systems of the school district, and how they utilize the human and physical resources of the community were key components. Materials emphasized practical suggestions for getting started and then led the teacher into systems thinking. An interested teacher could begin at his own level of interest and then move into greater involvement with students, colleagues, and community resources. This inductive approach encouraged teachers to keep their own style, their own best methods, and their own individual interests in the lives of their children.

ABLE's efforts were to suggest and share approaches which:

1. fostered inquiry skills designed to aid children receive and process information from people in the world of work. (interviewing)
2. fostered value clarification skills.
3. helped children learn how decisions and consequences occurred in the lives of human beings accessible to them.
4. integrated several academic areas around an organizing center of a person-in-the-occupation.
5. featured a high degree of multi-sensory activities.
6. encouraged small group or class projects that would simulate adult activities, such as a newspaper or greenhouse sale.
7. encouraged the development of individual interests and explorations.
8. developed a parental involvement program.
9. encouraged future-oriented thinking.
10. perceived careers as a range of options available for exploration, commitment, and self-fulfillment.

The "organizing center" concept and the "person-in-the-occupation" concept were viable new constructs, appropriate for educational workers because they refocused work toward career development activities. Both of these key concepts were adopted by Project People of Bowling Green, Kentucky, Peoria's Career Awareness and Orientation Project, and Maywood's Career Education Project. Other school districts with extensive involvement include Glen Ellyn, Waukegan, Rockford, Bellwood, and DeKalb.

The project is a success in that it originated new ideas, refocused old ideas, and generated great interest in the work of the practicing teacher as it relates to career development. Many "ABLE" teachers have been utilized as talent for professional meetings at the district, state, and national levels. The ideas can be transported by printed page, teacher displays, film, or people. Thousands of pre-professionals, professionals, and lay citizens have received project materials.

ABLE is alive and well in the imagination of the practicing teacher.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

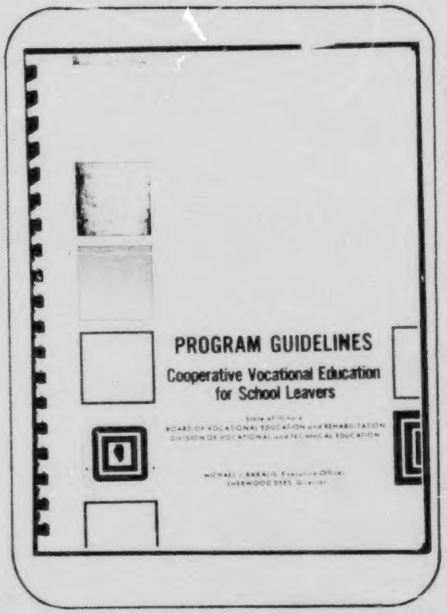
MATERIALS ABSTRACT

IL 000 109

TITLE OF MATERIALS

Program Guidelines: Cooperative Education for School Leavers

Date developed and/or revised:



PROGRAM GUIDELINES
Cooperative Vocational Education
for School Leavers

State of Illinois
BOARD OF VOCATIONAL EDUCATION and REHABILITATION
DIVISION OF VOCATIONAL and TECHNICAL EDUCATION

MICHAEL J. BAKALIS, Executive Officer
SHERWOOD DEES, Director

NAME OF DEVELOPER(S)

Dr. Gerald Bober, Consultant
Chicago Board of Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	85 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain Limited number. Single copy available to schools starting a program for early school-leavers.

TO ORDER, PLEASE CONTACT:

Illinois Curriculum Management Center
Division of Vocational and Technical Education
1035 Outer Park Drive - Suite 201
Springfield, IL 62706
Phone: 217/525 -5694

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Program Guidelines: Cooperative Education for School Leavers was designed to aid administrators and teacher coordinators in the development and implementation of cooperative occupational education programs for school dropouts who lack skills for gainful employment.

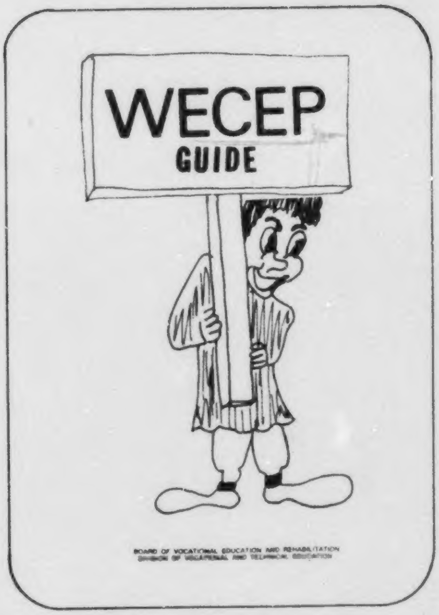
The publication describes the school-leaver program and serves as a resource unit for the teacher.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


WECEP
GUIDE
BOARD OF VOCATIONAL EDUCATION AND REHABILITATION
DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION

IL 000 110

TITLE OF MATERIALS WECEP Curriculum Guide

Date developed and/or revised:

NAME OF DEVELOPER(S)
Gladys Floyd, WECEP Coordinator, Joliet School District No. 86 (Chairman)
Ronald Davis, WECEP Coordinator, Madison C.U. District No. 12
Reni Krefft, WECEP Coordinator, Twp. H.S. Dist. No. 214, Forest View H.S., Arlington Heights
John Jordan, WECEP Coordinator, Kankakee School District No. 111
Clif Stalheim, WECEP Coordinator, Harlem Unit District No. 122, Rockford

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 280 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain Limited number. Single copy available to schools starting a special work exploration program for 14 & 15 year old potential dropouts.

TO ORDER, PLEASE CONTACT:
Illinois Curriculum Management Center
Division of Vocational and Technical Education
1035 Outer Park Drive - Suite 201
Springfield, IL 62701
Phone: 217/525-5694

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The WECEP Guide is prepared for personnel who are responsible for planning and conducting a Work Experience and Career Exploration Program, a special cooperative education program for 14 and 15 year old potential dropouts. The publication supplements the DVTE publication, An Articulated Guide for Cooperative Occupational Education.

The WECEP guide is intended as a resource to be adapted to the local program. Therefore, it has been organized in a loose leaf notebook so that the teacher-coordinator can make additions and deletions.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 111

TITLE OF MATERIALS

Teaching Aids for Consumer and Homemaking

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Spitze, Hazel Taylor
Professor of Vocational and Technical Education
University of Illinois at Champaign-Urbana

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	146 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No but could be helpful

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Division of Home Economics Education, University of Illinois (Hazel Taylor Spitze, 355 College of Education, phone 217-333-3039 or 333-2736)

Other comment: Workshops available from time to time.

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $ ________) ☒ Free (from Special Programs Unit Division of Vocational-Technical Education Board of Vocational Education and Rehabilitation 1035 Outer Park Drive Springfield, IL 62706) ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Special Programs Unit
Division of Vocational-Technical Education
Board of Vocational Education and Rehabilitation
1035 Outer Park Drive
Springfield, IL 62706

or

(to purchase)
ILLINOIS TEACHER
351 Education Bldg.
Univ. of Illinois
Urbana, IL 61801
phone 217-333-2736

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication includes: (a) a brief article on games and simulations in consumer education, (b) a description of 13 techniques for teaching consumer education developed by teachers in a summer workshop, (c) an article on consumer education and the literacy problem, (d) an annotated bibliography of low reading level materials in consumer education and 24 brief pieces for the slow reading student in consumer education. The latter are in a variety of formats and deal with such subjects as mobile homes, automobiles, credit, aggressive salesmen, and sales.

The teaching techniques are designed to provide variety, encourage discovery learning, and increase motivation.

The materials were designed to help increase student interest in consumer education and to help meet the needs of youth and adults who read at elementary levels. An informal survey over a ten year period showed that little was available in this area on lower reading levels. No formal field testing has been done, but teachers who have used them have responded positively.

STATE SUBMITTING ABSTRACT

Name of State Illinois
Agency University of Illinois, Division of Home Economics Education
Address 355 College of Education, Urbana, Illinois 61801
Phone AC/217-333-2736

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 112

Facilitating
Career Development:
An Annotated Bibliography

BOARD OF VOCATIONAL EDUCATION AND REHABILITATION
DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION
July 1970

TITLE OF MATERIALS	Facilitating Career Development: An Annotated Bibliography Date developed and/or revised:
NAME OF DEVELOPER(S)	Larry J. Bailey Project Director Department of Occupational Education Southern Illinois University Carbondale, Illinois

---

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	132 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE?* ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment: *not applicable

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☒ ERIC Number ED 042 217

☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Abstract Prepared in 1974

DESCRIPTOR:

This annotated bibliography presents abstracts of publications which focus on finding new directions for implementing career practices within the classroom. It is limited to programs, practices, and techniques which are operational or have demonstrated potential for enhancing the process of career development. The emphasis is on relevance and applicability for comprehensive programs of occupational and career guidance. Chapter I is concerned with theoretical implications, applications, and a survey of computer based guidance systems. Chapter II summarizes many new models and techniques for guidance which view vocational behavior as a developmental process rather than as an event. The material in Chapter III deals with career development conferences and Chapter IV describes examples of programs designed to realize the ultimate criteria of a vocationally mature individual. Chapter V discusses career exploration achieved vicariously via games, simulation practices and guidance kits which encourage student activity and involvement. The intent of Chapter VI is to summarize recently developed instruments for measuring vocational behavior and Chapter VII illustrates the preponderance of approaches for providing occupational information and orientation.

STATE SUBMITTING ABSTRACT

Name of State Illinois

Agency Division of Vocational and Technical Education

Address 1035 Outer Park Drive
Springfield, Illinois 62706

Phone AC/ 217-525-4620

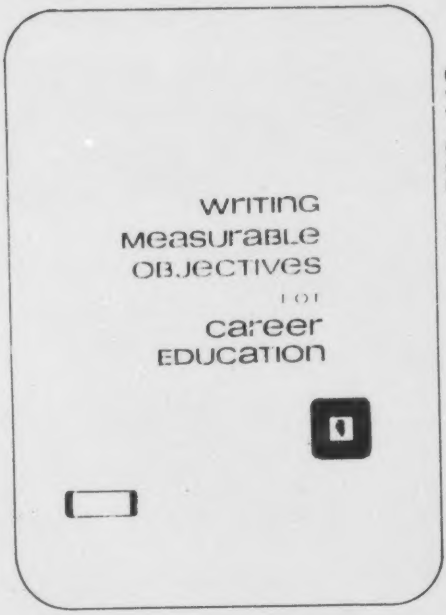
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 113

TITLE OF MATERIALS

Workshop Handbook: Writing Measurable Objectives for Career Education
An Overview to Writing Measurable Objectives
(Filmstrip - Tape)
Date developed and/or revised:



writing
measurable
objectives
for
career
education

NAME OF DEVELOPER(S)

Joseph Borgen and Dwight Davis

Co-Directors of the Illinois Occupational Curriculum Project

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound ____ Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☒ Slides & Film Strips x Color ____ B & W 70 Frames (35 min.) Audio (x)Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x* Yes ( ) No
The Handbook and Filmstrip-Tapes are recommended for use together.

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Joseph Borgen and Dwight Davis
Weller Drive
Other comment: Plainfield, Illinois Phone: 815-436-5057

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Filmstrip and Tape is copyrighted and available through the developers. Handbook may not be reproduced for sale without permission.

PROVISIONS FOR ACQUIRING MATERIALS:

* ☒ Purchase (Unit cost $ 25.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

** ☒ Other Explain ** Handbook: Limited copies were produced for dissemination in Illinois. For further information on availability of the Workshop Handbook, contact the Curriculum Management Center, Illinois Division of Vocational-Technical Education
1035 Outer Park Drive
Springfield, Illinois 62706
Phone: 217-525-4871

TO ORDER, PLEASE CONTACT:

* Filmstrip-Tape: Available for purchase through:

Dwight E. Davis
Weller Drive
Plainfield, Illinois
Phone: 815-436-5057

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Workshop Handbook, Writing Measurable Objectives for Career Education, has been designed to help explain the advantages of using measurable objectives and techniques useful in writing measurable objectives. The handbook addresses the following questions:

1. What are measurable objectives?
2. Why write student performance objectives?
3. What are the components of a measurable objective?
4. What are some techniques useful in writing measurable objectives?

The handbook is designed to be used in a workshop setting and focuses on practical techniques for writing measurable objectives using many examples and writing forms to aid the learners.

The filmstrip and cassette tape, Writing Measurable Objectives: An Overview, parallels the contents of the handbook and is designed to be used by a workshop director in presenting basic ideas about objectives.

Approximately 20,000 copies of the handbook have been disseminated in Illinois, many through in-service workshops conducted by state staff consultants. Both the workshop handbook and the filmstrip series have been very well accepted by local occupational educators.

STATE SUBMITTING ABSTRACT

Name of State
Illinois

Agency
Division of Vocational and Technical Education

Address
1035 Outer Park Drive, Suite 201

Springfield, Illinois 62706 Phone AC/217-525-4871

OCCUPATIONAL CURRICULUM

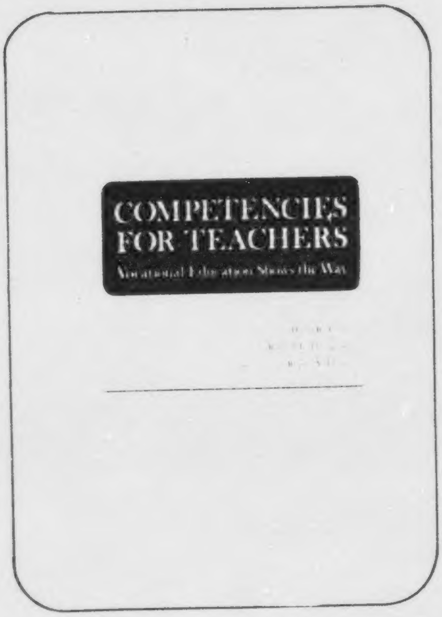
MATERIALS ABSTRACT

IL 000 114

TITLE OF MATERIALS

Competencies for Teachers: Vocational Education Shows the Way

Date developed and/or revised: June, 1972


COMPETENCIES FOR TEACHERS
Vocational Education Shows the Way

NAME OF DEVELOPER(S)

Terry, Thompson and Evans

David R. Terry, Research Assistant, Bureau of Educational Research, University of Illinois
Randall L. Thompson, EPDA Fellow, Univ. of Ill.
Dr. Rupert N. Evans, Professor, Vocational and Technical Education, Bureau of Educational Research, University of Illinois, Urbana, Ill.

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	220 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Dr. David R. Terry
Northern Illinois University, DeKalb, Illinois 60115
(815) 753-1381

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☒ Free ☒ ERIC Number ED 067 7467
☐ Other Explain Single Copy Only

TO ORDER, PLEASE CONTACT:

Rupert N. Evans
Bureau of Educational Research
University of Illinois, Urbana, Illinois 61801

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Vocational educators need a better understanding of the movement toward competency-based teacher education and certification. At the same time there is a need for better delineation of what these competencies are.

This publication contains papers which are aimed at the first of these two needs:

- Career Education in the Seventies-- James B. Holderman
- Occupational Competencies - Not Enough-- Melvin L. Barlow
- Industry and Vocational Education - Partners? John F. Connors
- Identifying and Validating Professional Occupational Teacher Education Competencies-- Daniel E. Vogler
- Acquiring and Maintaining Competencies Through Teacher Education Curricula-- Daniel E. Vogler
- Acquiring and Maintaining Competencies Through Other Sources-- Ronald W. Stadt
- Remarks on the Matter of Evaluating Teacher Competencies-- Robert E. Stake
- Responsibilities of Local Agencies in Acquiring, Maintaining, Improving and Evaluating Vocational Teacher Competencies-- James H. Cadagin

In response to the second need, 481 vocational teacher competencies are listed, and of these, the ones selected as "necessary" by 50 percent or more of respondents are listed in rank order of choice. Competencies which are regarded as uniquely necessary to certain subject matter specialties are identified, though most competencies were seen a "necessary" for all subject matter specialties.

An attempt was made to determine when and where each competency should be acquired (preservice, in-service, on-the-job, internship, etc.), but there was little agreement on the best time or method to use for each. Formal in-service methods of acquiring teaching competencies were rarely suggested as the best means.

STATE SUBMITTING ABSTRACT

Name of State
Illinois

Agency
Division of Vocational and Technical Education

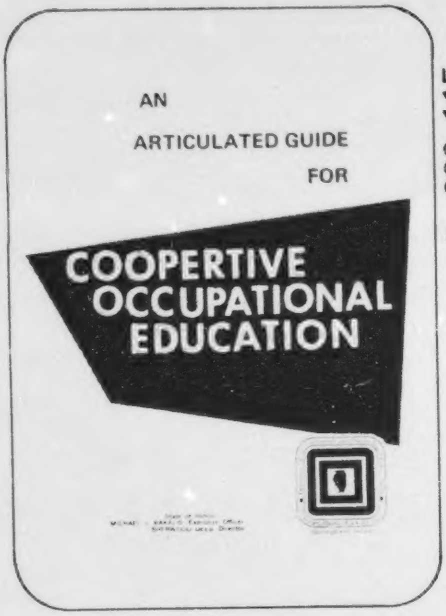
Address
1035 Outer Park Drive, Suite 201

Springfield, Illinois 62706 Phone AC/ (217) 525-4871

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS	An Articulated Guide for Cooperative Occupational Education Date developed and/or revised:
NAME OF DEVELOPER(S)	Harris, E. Edward, Professor of Distributive Education, Northern Illinois University, DeKalb, Illinois
	Johnson, Peter, Principal Sycamore High School, Sycamore, Illinois


AN

ARTICULATED GUIDE

FOR

COOPERTIVE OCCUPATIONAL EDUCATION

IL 000 115

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	218 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☒ Administrator ☒ Other Teacher-Coordinator of Cooperative Vocational Education

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☒ Other Teacher Coordinator of Cooperative Vocational Education

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Mr. William Reynolds
Illinois Division of Vocational and Adult Education
1035 Outer Park Drive
Springfield, IL 62706

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Increasingly numerous strategies for the operation of programs utilizing the world of work as a laboratory for education have evolved the past decade. Unfortunately, many of these cooperative type programs that are designed and implemented ignore principles of cooperative vocational education that have been carefully formulated and tested in the field. This guide was prepared to: (1) assist educational administrators who desire to plan, implement, and evaluate quality educational programs using the cooperative plan, (2) provide the teacher-educator of cooperative vocational education with an instructional aid to help facilitate the preparation of competent cooperative vocational education personnel, and (3) provide teacher-coordinators of cooperative vocational education with a practical guide to assist them in understanding and operating programs using the cooperative plan. The guide is divided into the following topical areas:

I. Introduction
  Types of Cooperative Plan Programs
  Matching Student and Community Needs With Program Purposes
  Cooperative Plan Programs in Vocational Education
II. Cooperative Vocational Education in Action
  Teacher-Coordinator in Cooperative Vocational Education
  Advantages of Cooperative Vocational Education
III. Determining Needs & Interests for Cooperative Vocational Education
  Determining Student Needs for a Program
  Measuring Employer Interest in the Program
IV. Planning to Meet Student and Community Needs Through Cooperative Vocational Education
  Planning to Meet Student Needs
  Planning to Meet Community Needs
V. Implementing Cooperative Vocational Education--The Public Relations Plan
  The Public Relations Process
  Reaching Selected Target Audiences Through Planned Public Relations
VI. Implementing the Cooperative Plan in the School--Instruction Plan
  Selecting Instructional Technique, Media and Activities
  Youth Organizations
VII. Implementing Cooperative Vocational Education--The Community Laboratory Instructional Plan
  Criteria for Selecting Training Stations
  Establishing and Maintaining Standards of Learning at Training Stations
  Complying With Labor Laws
VIII. Essential Elements of the Cooperative Plan
  Well Qualified and Highly Dedicated Staff
  Adequate Coordination Time
  Adequate Facilities, Equipment, and Materials
IX. Improving Cooperative Vocational Education
  Administrative Structure
  Professional Development of Teacher-Coordinators
  Instructional Materials
  Providing for Cooperative Vocational Education Evaluation
Glossary
Selected Sources of Cooperative Vocational Education Reference Materials
Appendices of Selected Forms

The publication, "A Guide for Cooperative Vocational Education," prepared by the staff at the University of Minnesota under contract with the U.S. Office of Education served as the basic source document for this bulletin. Significant portions of that publication are combined with the over thirty years of experience of the authors, the expertise of selected practicing cooperative vocational education coordinators, consultants in the schools in the state of Illinois, and members of the staff of the Illinois Division of Vocational and Technical Education.

STATE
SUBMITTING
ABSTRACT

Name of State
Illinois

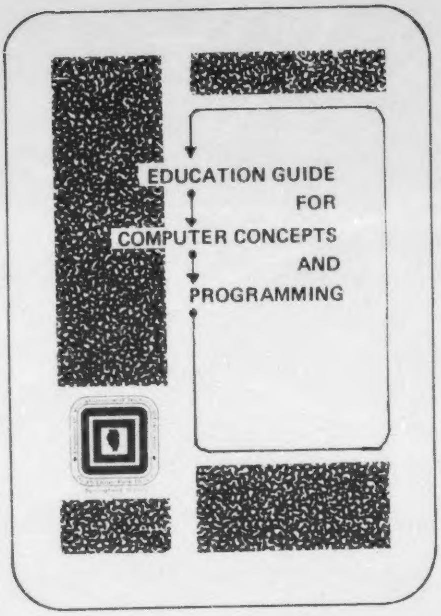
Agency
Illinois Division of Vocational and Technical Education

Address
1035 Outer Park Drive

Springfield, Illinois
Phone AC/ 217-525-7084

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 116

TITLE OF MATERIALS
Education Guide for Computer Concepts and Programs
Date developed and/or revised :

NAME OF DEVELOPER(S)
Hallam

James A. Hallam, Ph.D., CDP
Professor of Accounting
Illinois State University
Normal, Illinois 61761

Nick G. Orlandini
Systems Engineer
IBM Corporation
Springfield, Illinois

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
218 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☒ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: James A. Hallam is available to assist the teacher in the use of the Education Guide

Other comment: For optimum use the teacher should have some background in business data processing, including a course in computer programming.

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $______) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: Division of Vocational and Technical Education
State of Illinois

continued on reverse side __

Abstract Prepared in 1974

DESCRIPTOR:

Purpose

The purpose of this education guide is to assist teachers in their teaching of computer concepts. The materials were developed as a cooperative venture between a faculty member at Illinois State University, IBM, and the Division of Vocational and Technical Education, State of Illinois. The materials were developed by the authors, and were experimentally used in a workshop taught by the authors, and funded by the Division of Vocational and Technical Education, State of Illinois. Since their development, the materials have been used for a number of workshops for teachers.

The guide provides an outline of the important concepts applicable to nearly all computer systems. Computer programs using the Report Program Generator (RPG) language are introduced to assist in teaching and illustrating various computer concepts including disk file processing. Also included in this education guide are overhead transparency masters which teachers may find helpful when using the guide. Many problems for students to complete are interspersed throughout the guide. This guide is designed such that it may be used for a one-semester course or a concentrated two-week course.

It is assumed that the teacher who chooses to use this education guide will have had at least some formal training with one computer system. The computer concepts presented are appropriate for nearly all computer systems currently in use. No attempt was made to give the details for a specific vendor. Teachers may need to gather some details applicable to their own computer.

Many different computer languages could be used by a teacher to supplement the teaching of computer concepts. The language chosen to be used in this education guide was RPG. The language is easily learned and is such that students can easily and quickly learn to build, process, and maintain disk files.

It should be noted that some teachers may wish to use a language other than the one used in this guide. Regardless of which language is chosen to illustrate the computer concepts, the eleven computer programming assignments may be used as an aid to the teacher.

Organization

This education guide is organized in 5 sections. Section 1 is an introduction to the guide. Section 2 is a general outline presented in the exact order the authors used to teach the materials including the amount of time used to cover each segment of the guide. Section 3 is a detailed outline of computer concepts to be presented and discussed by the teacher. Section 4 contains 42 masters to be used in preparing overhead foils which are to be used in Section 3 of the guide. Section 5 contains computer programming materials for 11 computer programs using the Report Program Generator (RPG) language. The authors suggest that the teacher may wish to make overhead transparencies of each of the coding sheets and each of the computer listings included in Section 5. In addition this fifth section also contains 11 student programming problems. The materials are presented such that it should be relatively easy for the teacher to discuss Computer Program 1 and then assign Student Problem 1; discuss Computer Program 2 and then assign Student Problem 2; etc., until all eleven Computer Programs and all eleven Student Problems are completed.

STATE SUBMITTING ABSTRACT

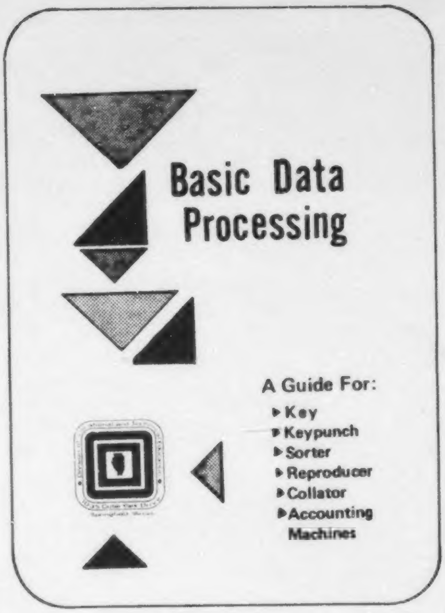
Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 117

TITLE OF MATERIALS	Basic Data Processing Date developed and/or revised:
NAME OF DEVELOPER(S)	Hallam James A. Hallam, Ph.D., CDP Professor of Accounting Illinois State University Normal, Illinois 61761 Nick G. Orlandini Systems Engineer IBM Corporation Springfield, Illinois


Basic Data Processing

A Guide For:
- Key
- Keypunch
- Sorter
- Reproducer
- Collator
- Accounting Machines

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 233 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☒ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: James A. Hallam is available to assist the teacher in the use of the Education Guide

Other comment: The teacher should have a course in Unit Record Equipment.

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: Division of Vocational and Technical Education
State of Illinois

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The purpose of this Education Guide is to assist teachers in their teaching of basic data processing concepts. The teacher using the guide will have an outline of the important topics to be covered, some suggested handouts for student use, some suggested quizzes, masters which may be used in preparing overhead projector foils, and a sample detailed teaching unit.

The guide includes a general course outline for the IBM card, the Hollerith code, the keypunch, the sorter, the reproducing punch, the collator, and the accounting machine. Board wiring for the IBM 407 Accounting Machine is covered in detail and includes several sample problems.

The Education Guide includes 15 sections. The first section is the Introduction and a listing of course materials. The second section is a General Outline. Then, section 3 through 11 are the Teaching Outlines. Section 12 contains Handouts and problems for student use. Section 13 presents some possible Quizzes for teacher use. Section 14 contains the 46 masters for preparation of Overhead Projector Foils to assist the teacher. Section 15 is a Detailed Sample Teaching Unit, so detailed that it even includes what the teacher should say to the class when teaching the IBM card, code, keypunch, and sorter.

These materials were developed as a cooperative venture between a faculty member at Illinois State University, IBM, and the Division of Vocational and Technical Education, State of Illinois. The materials have been tested with students in workshops funded by the Division of Vocational and Technical Education, State of Illinois.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

AUTO MECHANICS
VOL. 1

IL 000 118

TITLE OF MATERIALS AUTO MECHANICS VOL. 1 Instructor's Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Dr. Gary Chastain, C. E. Francis & Norman Morris

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
315 Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
____B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 12.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The AUTO MECHANICS VOL. 1 Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE SUBMITTING ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC/314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 119

AUTO
MECHANICS
VOL. 2

TITLE OF MATERIALS AUTO MECHANICS VOL. 2 Instructor's Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Dr. Gary Chastain, C. E. Francis & Norman Morris

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 405 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 12.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

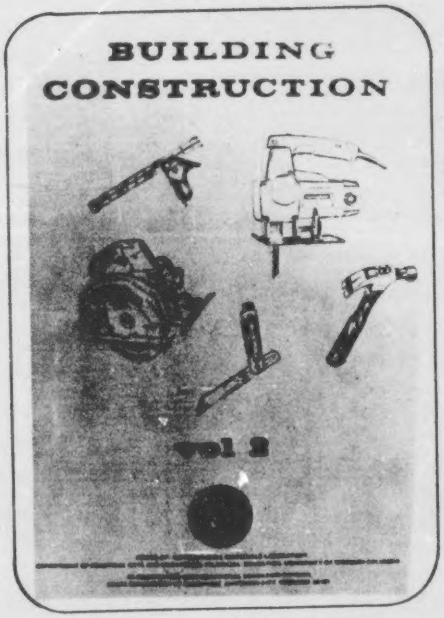
The AUTO MECHANICS VOL. 2 Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE SUBMITTING ABSTRACT

Name of State
Missouri
Agency
Instructional Materials Laboratory
Address
University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


BUILDING CONSTRUCTION

vol 2

IL 000 120

TITLE OF MATERIALS: BUILDING CONSTRUCTION VOL. 2
Instructor's Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S): Houston Boyd, Randall Jackson & Norman Morris

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 377 Pages
☐ Video Tape ____Minutes ____B & W ____Color ____Size
☐ Film ____Minutes ____B & W ____Color ____Size
☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 11.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The BUILDING CONSTRUCTION VOL. 2 Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE SUBMITTING ABSTRACT

Name of State
Missouri

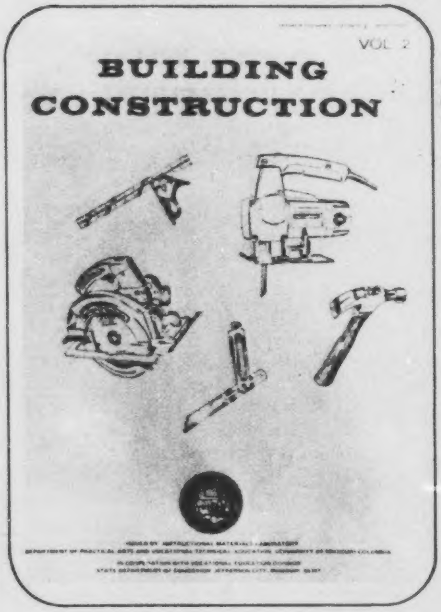
Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC/314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


VOL. 2

BUILDING CONSTRUCTION

IL 000 121

TITLE OF MATERIALS
BUILDING CONSTRUCTION VOL. 2
Student Study Guide

Date developed and/or revised:

NAME OF DEVELOPER(S)
Dr. Raphael Lee, Norman Morris &
Raymond L. Hanley

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
243 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $8.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

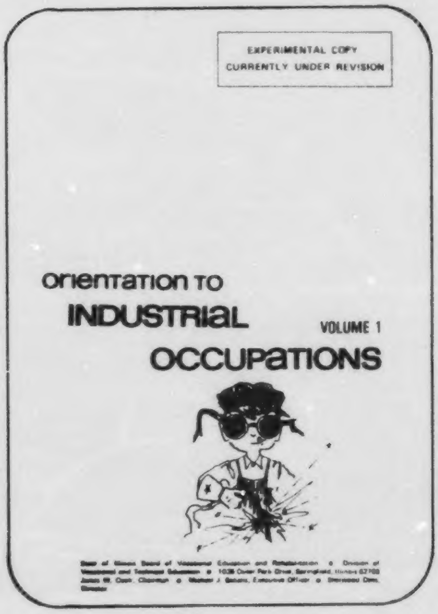
The BUILDING CONSTRUCTION VOL. 2 Student Study Guide consists of an analysis together with assignment sheets covering related occupational information. It has been designed to help the student learn on an individual basis in either a full-time school or cooperative part-time program.

STATE SUBMITTING ABSTRACT

Name of State Missouri
Agency Instructional Materials Laboratory
Address University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



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CURRENTLY UNDER REVISION

orientation to
INDUSTRIAL
OCCUPATIONS
VOLUME 1

IL 000 122

TITLE OF MATERIALS	Orientation Cluster Curriculum for Trade and Industry Date developed and/or revised:
NAME OF DEVELOPER(S)	Sullivan, James A.

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound ____ Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. James A. Sullivan, Southern Illinois University, Technology Building D-127

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Copyright held by the Illinois Division of Vocational & Technical Education, 1035 Outer Park Drive, Springfield, IL 62704

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $at cost) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: Dr. James A. Sullivan, Southern Illinois University, Technology Building D-127, Carbondale, Illinois 62901 or Lonnie Hart, Assistant Coordinator, Illinois Curriculum Management Center, Illinois Division of Vocational and Technical Education 1035 Outer Park Drive, Springfield, Illinois 62704

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

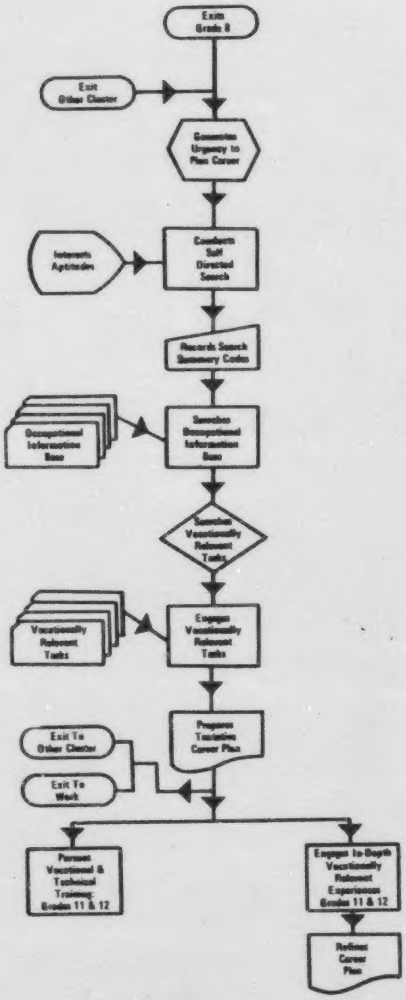
The career education concept is a restructuring of basic educational approaches so that all educational experience, curriculum instruction and counseling are "geared to preparation for economic independence, personal fulfillment and an appreciation for the dignity of work." The Division of Vocational and Technical Education of the State of Illinois, cognizant of both the exigency of a career education approach and burgeoning federal emphasis upon the same, engaged in a number of projects to develop and implement career education curriculum on a statewide basis. Among these projects are the Career Development for Children Project and the Occupational Cluster Learning Experience Models being developed at Southern Illinois University.

Southern Illinois University's Department of Occupational Education was commissioned to develop a career education orientation program for grades nine and ten in industrially related occupations. The industrial-related model acquaints students with career opportunities and options through a twelve-week experience, during which they become acquainted with the "world of work" and the requisite educational and training opportunities available.

During this twelve-week experience students orient themselves to career opportunities by: 1. developing an urgency to plan a career, 2. clarifying their own occupational self concepts, 3. appraising the "world of work" through direct involvement with a variety of occupational conditions, and 4. preparing a career plan for themselves.

The career plan is designed as a vehicle to give students some direction and motivation in their exploration of a variety of opportunities available within the industrial related cluster. It serves as a means of evaluating the students' responses to the orientation experience. Students expose themselves to a number of different occupations, attempting to more accurately define their preferences and capabilities. The industrial model provides students with the stimulus for career exploration through a sequence of experiences which will include: 1. a self directed search to define some occupational preferences, 2. guidance sessions to assist students in realistic evaluations of preferences and aptitudes and individually acquaint them with the program, 3. examination of information concerning available careers and requisite educational training, 4. direct involvement in a variety of vocationally relevant tasks selected to allow students to assess self-interest as well as aptitudes and potentials, and 5. completion of a career plan folder in a selected occupation. The career plan is based upon the student's experiences within the career orientation model.

CAREER PLAN PROCESS


Exits Grade 8
Exit Other Cluster
Generates Urgency to Plan Career
Interests Aptitudes
Conducts Self Directed Search
Records Search Summary Codes
Occupational Information Base
Searches Occupational Information Base
Selects Vocationally Relevant Tasks
Vocationally Relevant Tasks
Engages Vocationally Relevant Tasks
Prepares Tentative Career Plan
Exit To Other Cluster
Exit To Work
Pursues Vocational & Technical Training: Grades 11 & 12
Engages In-Depth Vocationally Relevant Experiences Grades 11 & 12
Refines Career Plan

STATE SUBMITTING ABSTRACT

Name of State

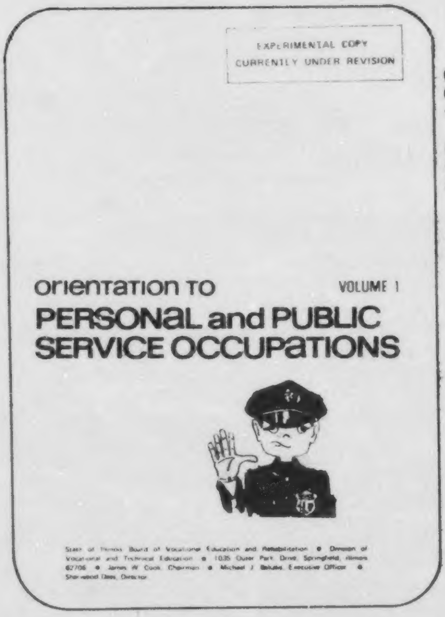
Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT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orientation TO VOLUME 1
PERSONAL and PUBLIC
SERVICE OCCUPATIONS

State of Illinois Board of Vocational Education and Rehabilitation • Division of Vocational and Technical Education • 1035 Outer Park Drive, Springfield, Illinois 62706 • James W. Cook, Chairman • Michael J. Bakalis, Executive Officer • Sherwood Dees, Director

IL 000 123

TITLE OF MATERIALS

Orientation Cluster Curriculum for Personal and Public Service

1972

Date developed and/or revised:

NAME OF DEVELOPER(S)

Rotella, Salvatore G., Vice President Career and Special Programs and Dean, Public Service Institute
Herbert A. Eiseman, Project Coordinator
Judith Rossof Galarza, Associate Project Coordinator

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	386 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Judith Rossof Galarza

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

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PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: Materials are presently under development and not available for dissemination. For further information contact the Division of Vocational and Technical Education, 1035 Outer Park Drive, Suite 201, Springfield, Illinois 62706. Contact Lonnie M. Hart, Assistant Coordinator
(217) 782-7084
Professional & Curriculum Development Unit
1035 Outer Park Drive, Springfield, Ill. 62706

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

As the Industrial Era demanded a production-oriented work force, the post-industrial era demands a service-oriented work force. And, while the present need for services is great, the future will bring an even more urgent need for people who are capable of dealing with and meeting the service needs of other human beings.

In todays job market, the service industry, especially, represents an important source of employment to new as well as experienced workers, and offers job opportunities to persons having various levels of skills and differing degrees of training and education. U.S. Department of Labor projections for the years 1968-1980, based on a continuation of the present rate of expansion, indicate that employment in service categories will far outdistance growth in other categories.

Considering the reality of the changing concept of work and the emergent occupational opportunities in the areas of personal and public service, it is necessary for vocational education to adjust its focus to reflect these shifts in employment trends. An ideal way for vocational education to inform and educate students to the shift in occupational emphasis is to participate in the preparation of making an occupational choice.

Young people seldom think of careers in the personal and public service. And yet, as previously indicated, the growth of these occupations and careers in general, and particularly those in government, indicate it is a career area which should often be considered. It is predicted that, in the next ten years, state and local governments will be making the biggest percentage increase in employment of all the manpower fields. Further, public employees will be expected to possess certain education and skills to acquire and retain these positions. This quantity-quality need, the result of the explosion in demands for more service, creates a responsibility on the part of vocational education to make available to students information on fields where they can be assured of meaningful work. The collaborative model in Personal and Public Service attempts to do exactly that.

Utilizing a vertical integration schema the model curriculum is designed to build upon an awareness of the world of work established at the elementary school level. Students having some general orientation to the world of work will be exposed to particular occupational areas and the scope and variety of jobs within each. Twenty-two occupational clusters are highlighted in the entire curriculum. Service areas such as Fire Protection, Library Services, Environmental, Consumer Protection, Emotional Development, Correctional Behavioral, Clothing, Hospitality, Hotel, etc., and careers and career opportunities within these are profiled. The scope of the curriculum is purposefully broad in order that students be oriented to as many occupations as possible. While it is possible and admirable to work toward skill development within the orientation curricula, this purpose is secondary to the paramount aim of exposing students to various types of personal and public service occupations and to provide them with a data base that may enable a tentative career selection. Ideally, students who have completed the orientation course will be presented with the opportunity to enroll in specific skill-development and job training courses at a later stage of educational development.

To achieve the orientation, a variety of activities have been developed to provide students with as many "hands on" and occupationally related tasks as possible. Games, simulations, lecture discussions, socio-dramas, guest speakers, field trips, films and film strips, etc., will be utilized to stimulate student interest and provide diversity in the treatment of occupations.

Initial results of the pilot testing indicate success. The three groups with whom the curriculum was tested were an average eighth grade class at Carthage High School; an honors ninth grade class at Glenbrook South; and a ninth grade basic class at Roosevelt High School in Chicago. In all cases, the curriculum met with success, activities were well received and students indicated interests in the class as well as further orientation courses. While some adjustment might be needed among the various schools, the Collaborative Model Curriculum in Personal and Public Service is a sound beginning.

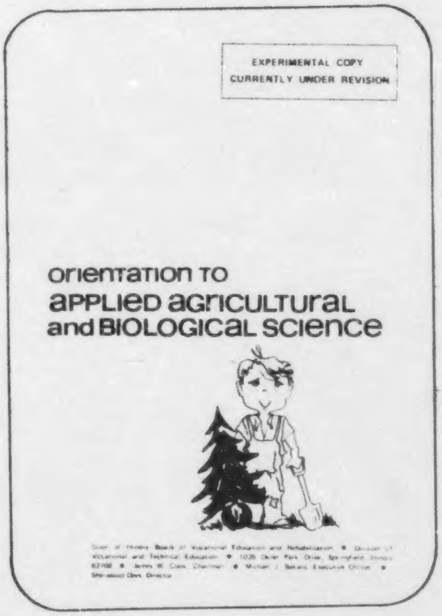
STATE SUBMITTING ABSTRACT

Name of State State of Illinois
Agency Division of Vocational and Technical Education
Address 1035 Outer Park Drive, Springfield, Illinois 62706
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 124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orientation to
applied agricultural
and BIOLOGICAL science

State of Illinois Board of Vocational Education and Rehabilitation ● Division of Vocational and Technical Education ● 1035 Outer Park Drive, Springfield, Illinois 62706 ● James W. Clark, Chairman ● Michael J. Bakalis Executive Officer ● Sherwood Dees, Director

TITLE OF MATERIALS

Orientation Cluster Curriculum for Applied Biological and Agricultural Occupations

Date developed and/or revised: February, 1973

NAME OF DEVELOPER(S)

Hemp, Paul E., Chairman
Division of Agricultural Education
University of Illinois, Urbana

Walker, Robert W.
Associate Professor, Vocational and Technical Education
University of Illinois, Urbana

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
353 Pages (two volumes)

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Paul E. Hemp, 357 Education Building, University of Illinois, Urbana - 217/333-3166
Robert W. Walker, 356 Education Building, University of Illinois, Urbana - 217/333-3165

Other comment: In-service workshops can be arranged.

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain Materials will not be available for distribution before September, 1975.

TO ORDER, PLEASE CONTACT:

Contact Lonnie M. Hart, Assistant Coordinator
Professional & Curriculum Development Unit
1035 Outer Park Drive
Springfield, Illinois 62706
(217) 782-7084

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These materials have been prepared for a career orientation course or unit in applied biological and agricultural occupations. Two volumes are included. One is a teacher's guide and the other volume includes 100 occupational briefs and information related to the cluster concept. The materials were developed to help teachers install an orientation unit in the curriculum at the 8th, 9th or 10th grade level.

The Professional and Curriculum Development Unit, Illinois Division of Vocational and Technical Education, identified the need for curriculum development in occupational orientation and submitted requests for proposals in 1972.

The initial draft of these materials was prepared by staff members in the Division of Agricultural Education, University of Illinois. The materials were field tested in six Illinois high schools. The orientation unit was taught to 128 students in the six pilot schools during a twelve-month period in the fall of 1972. Evaluations were obtained from students and pilot teachers to use as a basis for the revision of the two volumes.

The revised materials have been utilized in approximately 25 Illinois high schools during the 1973-74 school year. In-service workshops have been conducted for all teachers who have used the materials and follow-up visits have been made to several of the cooperating schools. During the spring semester, 1974, an experimental study will be conducted to compare the differences in the vocational maturity of students who have and students who have not been taught the occupational orientation unit.

STATE SUBMITTING ABSTRACT

Name of State Illinois
Agency Division of Vocational and Technical Education
Address 1035 Outer Park Drive
Springfield, Illinois 62706 Phone AC/ 217/525-7084

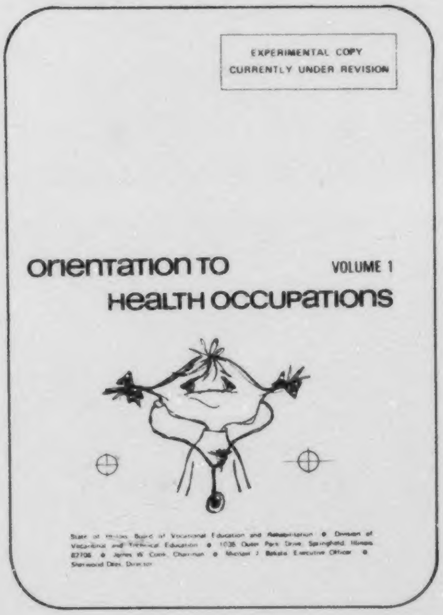
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS Orientation Cluster Curriculum for Health Occupations

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Bortz, Richard F., Engineering and Technology, Southern Illinois University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orientation to
health occupations
VOLUME 1

IL 000 125

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy ____ Pages
☐ Paper Bound ____ Pages
☐ Video Tape ____Minutes ____B & W ____Color ____Size
☐ Film ____Minutes ____B & W ____Color ____Size
☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X)Yes ( )No So as to prepare the teacher in conducting a learning enterprise.

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (✓)No

If Yes, Please Fill Out This Section:

By whom: Dr. Richard F. Bortz, School of Engineering, Southern Illinois University
Carbondale Illinois 62901. Telephone 618-536-2382

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain An educational copyright is held by the state of Illinois on the above materials

PROVISIONS FOR ACQUIRING MATERIALS:

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☒ Other Explain To the best of my knowledge, the above materials are not available.

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1035 Outer Park Drive
Springfield, Illinois 62706
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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Simulated Health Occupations Enterprise (SHOE) was developed by the Health Occupations Cluster Curriculum Research Project, which was funded by the Division of Vocational and Technical Education, Department of Education, Springfield, Illinois.

It is the first pre-developed enterprise curriculum to be used as a teaching vehicle. As such, it is designed as a flexible 9-14 week 8th and 9th grade learning enterprise aimed at not only giving students a hands-on awareness of the many different health occupations, but also a degree of experience of working under conditions like those in the health field. The third aim, closely allied to the first two, is to enhance each student's self-concepts in relation to working and getting along with people in general.

In SHOE, the students form their own company which collects important health data on other students in the school. Since this health data is given to the school health nurse, it has immediate importance in that students don't receive regular annual physicals. Of course, the students in SHOE are not health professionals, so they cannot make personal judgements concerning another student's health. However, they can collect and record data which can later serve the health professional in identifying health problems of students.

The health data gathered during the conduct of SHOE falls into three major categories: audio, physical, and visual. There are consequently three departments in SHOE which specialize in each of these three areas. There are specialized positions such as Measurer, Data Flow Technician, or Interviewer in each department for which the students may apply. They are then "hired" by the teacher, who becomes the Director.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 126

TITLE OF MATERIALS Textile Processing Volume I

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
John H. Marvin
and
South Carolina State Department of Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☒ Hardcopy
419 Pages

☐ Paper Bound
___ Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Textile Processing, Volume I, is primarily a secondary school textbook for use in textile programs to prepare technicians for employment in the textile industry. This book includes the following major topics:

- The Textile Industry
- Textile Fibers For Manufacturing Yarns and Fabrics
- Mechanical and Mathematical Fundamentals of Fiber Processing
- Opening and Picking Processes
- Carding Process
- Drawing Process
- Comber Preparation and Combing Processes
- Roving Process
- Spinning Process
- Winding and Twisting Processes

STATE SUBMITTING ABSTRACT

Name of State
South Carolina

Agency
Vocational Education Media Center

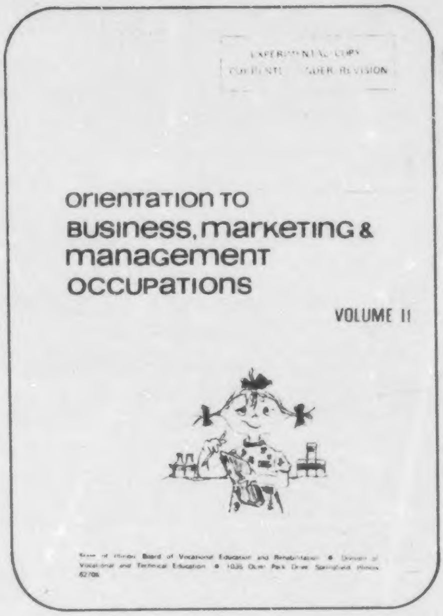
Address
Clemson University

Clemson, South Carolina Phone AC/ 803-656-3115

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 127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CONTENTS UNDER REVISION

ORIENTATION TO
BUSINESS, MARKETING &
MANAGEMENT
OCCUPATIONS

VOLUME II

State of Illinois Board of Vocational Education and Rehabilitation • Division of Vocational and Technical Education • 1035 Outer Park Drive Springfield, Illinois 62706

TITLE OF MATERIALS
Orientation Cluster Curriculum for Business, Marketing and Management

Date developed and/or revised:

NAME OF DEVELOPER(S)
Nelson, Robert E., Chairman
Division of Business Education
University of Illinois
Urbana, Illinois 61801

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 250 Pages (two volumes)

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Robert E. Nelson, Division of Business Education, University of Illinois
Telephone: 217-333-0807

Other comment: In-service or summer workshops could be arranged.

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain Illinois Division of Vocational and Technical Education

PROVISIONS FOR ACQUIRING MATERIALS:

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☒ Other Explain Materials will not be available for distribution before September, 1975. For additional information contact the Illinois Division of Vocational and Technical Education

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Professional & Curriculum Development Unit
1035 Outer Park Drive
Springfield, Illinois 62706
(217) 782-7084

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

1. Very little material development for career education has been completed for students in grades 9-10. The "Orientation Cluster Curriculum for Business, Marketing, and Management" includes in-depth, hands-on materials for teaching one of the five occupational clusters which comprise the "world of work" in the Illinois career education model.

2. The findings of a survey of needs of teachers in Illinois indicated that few materials existed to help classroom teachers provide in-depth career orientation activities for students in grades 9-10.

3. The *Dictionary of Occupational Titles* was used as a basic source of information in developing the curriculum guide for the business, marketing, and management cluster. The categories of *Data*, *People*, and *Things* are the essential elements of involvement in any occupation. These three elements are used to classify and describe the more than 22,000 occupations in the *Dictionary of Occupational Titles*. The varying patterns of involvement with *Data*, *People*, and *Things* provided a basis for classifying business occupations into various "families."

   To simplify the study of business occupations, they were separated into the office and marketing area. Five family units were delineated for each area. Every family unit included those occupations which involved a similar emphasis of working with *People*, *Data*, and/or *Things*.

   Each of the ten instructional units presented in this curriculum guide is divided into three parts: occupational family brief, student activities, and student handouts. The occupational family brief is generally 2-4 pages in length and serves as an overview of the student activities which illustrate tasks of occupations in the job family. The last part of each unit contains examples of student handouts to be used with the activities. These materials will save teachers a great deal of time in preparing handouts for classroom use.

4. The materials have been field-tested in various schools in Illinois during the 1972-73 school year. An indication that the materials are useful is the fact that all of the experimental schools are again using the materials during the 1973-74 school year.

STATE SUBMITTING ABSTRACT

Name of State
Illinois

Agency
Illinois Division of Vocational and Technical Education

Address 1035 Outer Park Drive
Springfield, Illinois 62706

Phone AC/217-525-7084

IL 000 128

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Going Metric in Industrial Education--
Drafting, Metalworking, Woodworking,
Building Construction, Graphic Arts, for
Career Teachers, for Students

Date developed and/or revised: 1972-73

NAME OF DEVELOPER(S)

Dr. John L. Feirer
Director
Center for Metric Education
Western Michigan University

Dr. John R. Lindbeck
Associate Director
Center for Metric Education
Western Michigan University

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 250 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment: Contract calls for in-service seminars for industrial teacher educators during 1973-74 on a prearranged basis.

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Tentative. There may be a request for copyright for final material.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain One complete set of this material is being given to every industrial teacher education institution in the United States after they have participated in a seminar.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Center for Metric Education is a federally funded project. Its goals are:

A. To develop 7 packets of instructional material

B. To offer seminars on a regional basis for colleges and universities that have industrial teacher education programs.

The Center does not have either the staff or facilities to help individual teachers or school systems.

The following 7 packets of instructional material were prepared for experimental use. The material was originally designed by the staff of the Center for Metric Education. It was then reviewed by the Advisory Board for the Center, which is made up of internationally recognized experts in the field of SI metrics in industry and government including representatives from General Motors, Chrysler, Honeywell, Caterpillar, International Harvester and the National Bureau of Standards. The material has been presented to regional groups of industrial teacher educators. The packets of material are as follows:

1. COURSE OF STUDY AND TOOL KITS. This packet includes a 10-page course outline for metric measurement and ISO standards including a selected metric bibliography that can be used for a course of any length. It also includes drawings in metric for the 4 material carrying cases, photographs, and complete tool lists for each of the kits including one for drafting, general metals, machine shop, and woodworking. The tool lists include specific descriptions of the tools--micrometers, rules, etc.,--needed and various sources for purchasing this equipment. The total cost for the actual tools included in these kits amounts to approximately $1,297.

2. GOING METRIC FOR STUDENTS. This packet is designed for student use and includes the following: a 300 mm rule, a metric/inch converter, 4 tables of materials including ALL YOU WILL NEED TO KNOW ABOUT METRIC, APPROXIMATE RELATIONSHIPS BETWEEN SI METRIC AND CUSTOMARY (ENGLISH) (WITHIN 10%), and COMPARING THE COMMONEST MEASUREMENT UNITS, WITH APPROXIMATE CONVERSIONS. This is followed by a full color 4-page insert from the National Bureau of Standards titled THE MODERNIZED METRIC SYSTEM. A 4-page programmed unit based on this chart follows. In addition, the kit contains 14 pages of learning activities dealing with metrics including estimating, measuring length, area, volume, temperature, mass, etc. A student using this self-learning kit could have a basic understanding of metric measurement.

3. GOING METRIC FOR CAREER EDUCATION. This is a basic packet that can be used in all career [illegible] and [illegible] ll fun[illegible] of SI metri[illegible] [illegible] pages of notes and 45 transparency masters. Disney-like characters were used for each of the 7 base units.

4. GOING METRIC IN DRAFTING. This is the largest packet in the series and includes 12 pages with notes plus 55 transparency masters covering every aspect of metric measurement and ISO standards needed by drafting instructors.

5. GOING METRIC IN METALWORKING. This is the second largest packet and includes 8 pages of notes and approximately 50 transparency masters covering measuring tools, ISO threads, machinery conversion, etc., to convert any general metal or machine shop to metric.

6. GOING METRIC IN GRAPHIC ARTS. This includes 2 pages of notes and 15 transparency masters covering paper sizes and weights and metric measurement used by printers and graphic arts specialists.

7. GOING METRIC IN WOODWORKING AND BUILDING CONSTRUCTION. Included in this packet are 5 pages of notes and 11 transparency masters that can be used by anyone teaching cabinetmaking, building construction, and related trade areas.

Metrication of Technical Career Education
OE Grant No. OEG-0-72-1868
Project No. V257006

STATE SUBMITTING ABSTRACT

Name of State	Michigan
Agency	The Center for Metric Education
Address	Western Michigan University
	Kalamazoo, Michigan 49001 Phone AC/ 616-383-1879

OCCUPATIONAL CURRICULUM

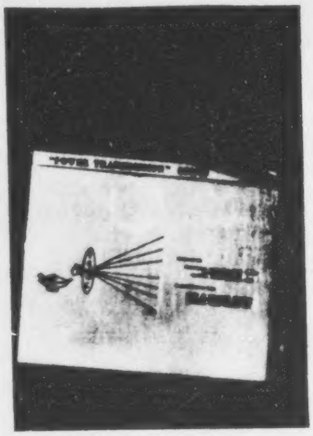
MATERIALS ABSTRACT

IL 000 129

TITLE OF MATERIALS

Power Transmission - Transparencies

Date developed and/or revised: 1967



NAME OF DEVELOPER(S)

South Carolina State Department of
Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
85 Transparencies		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 9.25) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A set of 85 transparencies showing the basic principles of power transmission. It includes devices used for power transmission such as bearings, belts and pulleys, chains, gears, couplings, clutches, power take offs, transmissions and differentials; examples of these in use; and characteristics of these devices.

This transparency set was developed by a committee of teachers and further tested by 53 classroom teachers in 5 Southeastern states during 1967. A complete copy of the study is available from the Vocational Education Media Center.

STATE SUBMITTING ABSTRACT

Name of State South Carolina

Agency Vocational Education Media Center

Address Clemson University

Clemson, South Carolina Phone AC/ 803-656-3115

OCCUPATIONAL CURRICULUM

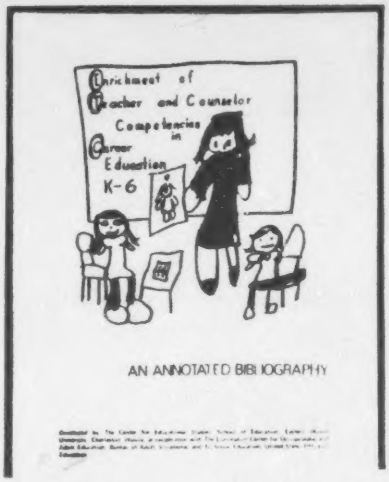
MATERIALS ABSTRACT

IL 000 130

TITLE OF MATERIALS Career Education K-6: ETC Annotated Bibliography

Date developed and/or revised: October 1972

NAME OF DEVELOPER(S)
Dr. Marla Peterson, Project Director
Dr. Ann Jackson, Materials Development Coordinator
Dr. Carl Tausig, Research Specialist
Mrs. Janet Sutherland, Curriculum Specialist
Mrs. Judith Barford, Technical Assistant


Enrichment of Teacher and Counselor Competencies in Career Education K-6

AN ANNOTATED BIBLIOGRAPHY

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:
By whom:
Other comment:
Five professional staff members from the ETC Project are available to show how the Bibliography is related to five curriculum guides and student materials which have also been prepared by the project staff. For consulting services contact Dr. Marla Peterson, Room 126 Buzzard Laboratory School, Eastern Illinois University, Charleston, Illinois 61920. Phone - 217/581-5816

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain There are no copyright restrictions on the ETC Bibliography. However, curriculum guides and student materials which have been developed by the ETC Project staff are under developmental copyright.

PROVISIONS FOR ACQUIRING MATERIALS:
☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☒ ERIC Number ED 073 287
☐ Other Explain

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Local school systems that are organizing and developing K-6 career education programs often seek assistance in locating materials and procedures that would aid them in establishing elementary school career education programs. When the Enrichment of Teacher and Counselor Competencies in Career Education Project staff began work on a major curriculum effort, the first step was to conduct a literature search of existing K-6 programs and instructional materials. This literature search resulted in the publication of the Career Education K-6 Annotated Bibliography.

The Annotated Bibliography is one of a series of products that has been produced by the ETC staff and is intended for use with these products. The complete list of products includes:

Annotated Bibliography of K-6 Career Education Materials
Coping Behaviors Dimension Guide
Decision Making Dimension Guide
Lifestyle Dimension Guide
Self-Development Dimension Guide
Interacting Dimensions Handbook (Attitudes and Appreciations, Career Information, and Educational Awareness Dimensions)
Teacher Education Materials for the Dimension Guides
Student Materials to Accompany the Dimension Guides

A National Advisory Committee provided input into the development of ETC Materials. This committee included:

Frank Burtnett, Director
National Career Information Center
American Personnel and Guidance Association
Washington, D. C.

Donna R. Chiles, Past President
American Personnel and Guidance Association
Washington, D. C.

Rupert Evans
Professor of Vocational and Technical Education
University of Illinois
Urbana, Illinois

Winifred French
DuSable Career Education Project
Chicago Public Schools
Chicago, Illinois

John Jarolimek, Past President
National Council for the Social Studies
University of Washington
Seattle, Washington

Ronald McCage, Coordinator
Research and Development Unit
Illinois Division of Vocational and Technical Education
Springfield, Illinois

Ferman B. Moody, Director
National Research Coordinating Unit Directors
Pennsylvania Department of Education
Harrisburg, Pennsylvania

Roman Pucinski, Former United States Congressman
Chicago, Illinois

There is high demand for the publication and feedback from teachers and curriculum personnel indicate that the format is a very useable one. The original supply of 500 bibliographies has been exhausted. Additional copies may be obtained through the ERIC system.

STATE SUBMITTING ABSTRACT

Name of State	Illinois
Agency	The Center for Educational Studies School of Education
Address	Eastern Illinois University
	Charleston, Ill. 61920 Phone AC/ 217/581-5816

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

AGRICULTURE
SHOP
SAFETY

IL C00 131

TITLE OF MATERIALS

Agricultural Shop Safety
Student Manual (61 pages)
Teacher Manual (41 pages)
Transparencies (62 pages)

Date developed and/or revised:

NAME OF DEVELOPER(S)

South Carolina State Department of Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	61 Pages student	____ Minutes	____ Minutes	____ Color
	41 page teacher	____ B & W	____ B & W	____ B & W
62 transparencies/set		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 7.75) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Safety is an essential element in the shop. Fire safety, electrical safety, the use of specific clothing and first aid are considered. Safety precautions needed in the use of hand tools and power tools are thoroughly covered. There are 62 transparencies and 28 work sheets in the transparency set.

These publications were developed by a committee of agriculture teachers. Prices for individual items may be obtained from the Vocational Education Media Center.

STATE SUBMITTING ABSTRACT

Name of State
South Carolina

Agency
Vocational Education Media Center

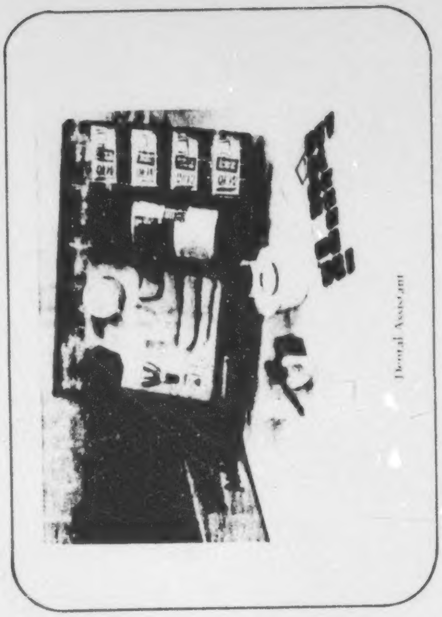
Address
Clemson University

Clemson, South Carolina
Phone AC/ 803-656-3115

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 132



TITLE OF MATERIALS OCCUPAC Project

Date developed and/or revised: June 15, 1972

NAME OF DEVELOPER(S)

Dr. Marla Peterson
Project Director

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ☐ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

____ Pages	____ Pages	____Minutes	____Minutes	____Color
Multi-media packages: slides, tapes, and manipulatives		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Marla Peterson, Room 116 Buzzard Laboratory School
Eastern Illinois University, Charleston, Illinois 61920
Phone - 217/581-5816

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain The materials are copyrighted and permission must be secured for any adaptation or reproduction of the materials.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☒ ERIC Number ED 055 225 OCCUPAC Project Final Report
☐ Other Explain

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The products of the OCCUPAC Project consist of 11 packages of K-6 career education materials. The packages contain props, manipulatives, slides, and tapes which are designed to provide simulated career education activities within the classroom.

The staff relied heavily upon the learning theory espoused by Jean Piaget. Operating on the assumption that elementary school children can learn career development concepts through seeing, hearing, feeling, touching, listening to and working with the real "tools" of an occupation, the developer has produced packages that use specific occupations as motivational devices to teach "larger" career development concepts.

The OCCUPACS were tested in 14 Illinois school districts. Pre and posttests were administered to determine if the children could complete all the activities and to measure the general effectiveness of the OCCUPACS. A measure was also taken of teacher attitudes toward career education. Pre and posttesting of teacher attitudes revealed that there was a significant increase in positive attitudes toward career education among the teachers that had used the OCCUPACS.

Considerable interest in the OCCUPACS is being shown by educational publishers. Negotiations are currently in progress for the mass production of the OCCUPACS. Dissemination of the materials will occur when a publisher is chosen.

STATE SUBMITTING ABSTRACT

Name of State	Illinois
Agency	The Center for Educational Studies School of Education
Address	Eastern Illinois University
Charleston, Illinois 61920	Phone AC/ 217/581-5816

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 133

TITLE OF MATERIALS

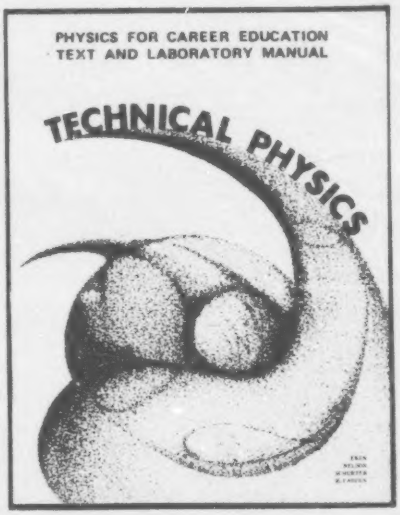
Technical Physics developed 1970-1972

Revised 1973 and will be available from Prentice-Hall under the title "Physics for Career Education"

Date developed and/or revised:

NAME OF DEVELOPER(S)

Dale Ewen, Parkland College, Champaign, IL
Ronald J. Nelson, Parkland College, Champaign, IL
Neill Schurter, Rantoul Township High School, Rantoul, IL
LaVerne McFadden, Parkland College, Champaign, IL



PHYSICS FOR CAREER EDUCATION
TEXT AND LABORATORY MANUAL

TECHNICAL PHYSICS

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy Text — 400 Pages approx.

☒ Paper Bound Lab Manual — 100 Pages approx.

☐ Video Tape — ____Minutes ____B & W ____Color ____Size

☐ Film — ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips — ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No but not essential

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: any of the above authors

Other comment: for information call or write Dale Ewen, (217)351-2341, Parkland College, Champaign, IL 61820

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Prentice-Hall has received the bid and rights to publish and disseminate these materials.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number ED067490/VT014896

☐ Other Explain School prices: text - $7.96; lab manual - $3.60

TO ORDER, PLEASE CONTACT:
Prentice-Hall, Inc.
Englewood Cliffs, N. J. 07632
ATTN: Ben Colt

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

From July 1, 1970, to June 30, 1972, the Illinois Division of Vocational and Technical Education supported the "Technical Physics Project" with a grant. Parkland College, in cooperation with its district high schools, developed the materials through the efforts of the writing team named above. As a result of that grant, a text and lab manual were written during the summer of 1970 and revised during the summer of 1971.

The primary objectives of these materials are to:

1. Develop a meaningful physics program for students who do not aspire to a four-year college education.
2. Provide the necessary skills and knowledge in the physical sciences needed for success in vocational and technical programs.
3. Provide the essential additional mathematics skills necessary to study specific physical science content, and
4. Improve the motivation of those students preparing to enter vocational or technical programs or immediate employment.

These materials are designed to meet the needs of those students planning a technical career who have the mathematical background of a year of high school algebra or have successfully completed the Technical Mathematics program. The content includes those topics from physics and the physical sciences which students need for success in vocational or technical programs, in on-the-job training programs in private industry, and in technical programs in the military service. The necessary mathematics for success is reviewed and developed in the materials.

Unlike the "typical" high school physics course, no assumptions are made such as "these students have had 4 years of mathematics," "these students will be engineers," "these students already know..," "these students will discover.." We have assumed that the students are interested in pursuing a technical career, have completed one year of algebra--but perhaps need some review, can learn better when materials are developed in terms of familiar and practical concepts, and can learn better with materials of a low reading level.

The writing team was assisted by a rating checklist of physics topics and subtopics as needed by technicians. It was sent to supervisors and their technicians from selected Illinois industries. Consultant instructors from Parkland College's technical programs assisted in developing the checklist and interpreting its results. The programs represented were automotive, farm equipment, electronics, construction, watch repair, micro-precision, mechanical, and drafting.

The materials were printed and distributed by Parkland College and are being used in approximately 30 high schools and 15 community colleges. The materials have been well received by both the participating teachers and their students. Monthly workshops with the participating teachers were held for the two years that the project was funded.

The laboratory manual is designed to reinforce the materials in the text and to be used with typical high school laboratory equipment.

STATE SUBMITTING ABSTRACT

Name of State
Illinois

Agency
Illinois Division of Vocational and Technical Education

Address
1035 Outer Park Drive, Springfield, Illinois 62706

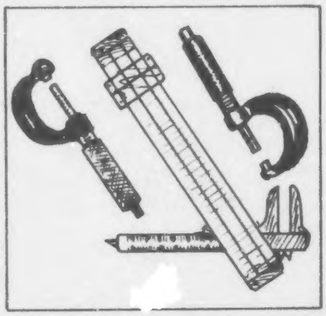
Contact Mr. Lonnie Hart
Phone AC/ (217)525-7084

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 134

TECHNICAL
MATHEMATICS



TITLE OF MATERIALS Technical Mathematics

Date developed and/or revised: 1968-1970

NAME OF DEVELOPER(S) Thompson

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy
532 Pages

☒ Paper Bound
576 Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
____B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No not necessary but it would be advantageous

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Paul Thompson, Parkland College, (217)351-2273
Dale Ewen, Parkland College, (217)351-2341

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Technical Mathematics is copyrighted by Wadsworth Publishing Co.
Mathematics for Career Education is copyrighted by Charles E. Merrill Publishing Co.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: Wadsworth Publishing Company
Charles E. Merrill Publishing Company

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Technical Mathematics Project was conceived of in the fall of 1967 through the cooperative efforts of Rantoul Township High School and Parkland College. A need was shown to exist in the high school curriculum and in the junior college curriculum for mathematics to aid students who were technology oriented but had not had sufficient mathematics background to be successful in a career or technological program. Students in high schools who were not successful in the college preparatory mathematics courses just didn't have mathematics courses to take. Students coming to junior college with weak backgrounds in mathematics found the regular technical mathematics courses too rigorous for them. So both high school and college had a common need. It was determined that Parkland would work with Rantoul Township High School and any other interested district schools in the development of materials for a mathematics course for the "average" non-baccalaureate oriented student.

During the summer of 1968, a writing team outlined and prepared materials for use at Rantoul Township High School, Champaign Centennial High School, and also at Parkland College. This writing project was funded by R.C.U. for 1968-1969. During this time the director of the project had the written materials reproduced in quantity sufficient for the two high schools and Parkland's use. Several visits were made to the cooperating schools and ideas were interchanged as to the weaknesses and strengths of the material and the program.

At the conclusion of this first year enough information was available to know what needed to be done to improve on the text materials and what things were implied by the results observed. Also other schools in our district and elsewhere indicated a desire to cooperate with us in establishing a similar project in their respective high schools. Arrangements were made for publication of the material in one volume for convenience to the students. Workshops were set up to include 10 district high schools (11 teachers) once a month to discuss common problems, increase awareness of the needs in technical education, expose participants to other experimental ideas in mathematics education, and to promote values that are allied with the education of non-baccalaureate degree oriented students.

During the 1969-1970 school year the director of the project visited the schools involved and organized and conducted monthly workshops. The concentration of effort during this year was just as much with the instructor's knowledge and outlook as with his students' needs and goals. The workshops were designed to allow for interaction of those who were teaching technical mathematics in the high school districts. They were encouraged to express their viewpoints and share concerns they had about students, material, and administrative freedom or restraint.

During this last year (1969-1970) a testing program was carried out to determine whether students retained much of what they studied for longer periods of time. Two tests, one at the end of the first semester, the other at the end of the second semester, were administered testing material studied up to that date. (the other tests that were administered were over small amounts of material and only that material just recently studied.) The results were not too encouraging. Retention does not seem to be very high. However, the objectives of the course were not that students retain all of that which they study, but rather to appreciate and understand the various mathematical concepts needed to function as a technician. With this understanding, it is not then surprising that the semester exams should show rather low percentage scores. One factor that tends to negate the concern over retention is that the students that have enrolled at Parkland College following a year of technical mathematics in the high school have shown higher scores in the mathematics portion of the ACT exam than the comparable student from high school who did not have that course.

STATE SUBMITTING ABSTRACT

Name of State
Illinois

Agency
Illinois Division of Vocational and Technical Education

Address
1035 Outer Park Drive

Springfield, Illinois 62706 Phone AC/ (217)525-8470

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 135

TITLE OF MATERIALS Public Housing Curriculum

Date developed and/or revised :

NAME OF DEVELOPER(S) Burak

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	~~300~~ Pages	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☒ Administrator ☒ Other Career Education

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Marshall Burak, Director of Institute for Housing Management
School of Business, Southern Illinois University, Edwardsville, IL 62025

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain As authorized for use by permission only.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number

☒ Other Explain Segments available for reproduction by permission only. Consulting services on Training of Trainers program application available on negotiated fee basis.

TO ORDER, PLEASE CONTACT:

Dr. Marshall Burak, Director
Institute for Housing Management
School of Business
Southern Illinois University
Edwardsville, IL 62025

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Purpose of the model is to provide a basic training package which prepares participants in vocational, technical and managerial skills necessary for career entry and vertical-mobility in housing management. It goes beyond the "practical skills only" concept of management training and emphasizes a social planning or community problem-solving approach.

The program has emerged with the following characteristics in that it:

deals with specific housing management functions

contains a field component for demonstrating housing management functions

contains a housing management problem laboratory which facilitates integration of field and instructional components while focusing on individual trainee goals

contains an extensive instructional aids library, indexed and coded to problems to facilitate its utilization

is transportable so the program can be delivered to areas of high need while trainees continue to work

provides a built-in performance criteria for individual trainee growth during the program

The staff of the Institute sees its role to be one of training local instructional resource people in the use and delivery of the housing management training program curriculum. It intends to cooperate with existing local institutions in the establishments of ongoing, locally supported housing management training programs as well as to collaborate in placement services on a cost recovery basis.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 136

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS
Career Opportunities - Transparency Set
Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
South Carolina State Department of Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☐ Paper Bound ____ Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

Transpar ncy Set (35)

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $ 4.25) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☒ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This set of 35 transparencies deals with interests inventories; personal abilities, assets, attitudes; careers in home economics; and steps in locating and securing a job.

This set of transparencies was developed by a teacher committee to be used with the South Carolina curriculum guide.

STATE SUBMITTING ABSTRACT

Name of State
South Carolina

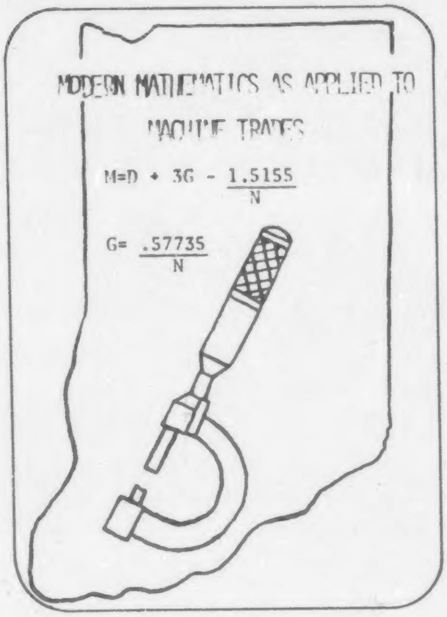
Agency
Vocational Education Media Center

Address
Clemson University

Clemson, South Carolina Phone AC/ 803-656-3115

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


MODERN MATHEMATICS AS APPLIED TO MACHINE TRADES
M=D + 3G - 1.5155/N
G= .57735/N

IL 000 137

TITLE OF MATERIALS
Research In Modern Mathematics As Applied To Machine Trades
Date developed and/or revised:

NAME OF DEVELOPER(S)
Daniel Rayshich - Mid-Central Area School
R.R. 4
Elwood, IN

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 683 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Daniel Rayshich - Mid-Central Area Vocational School, R.R. 4, Elwood, IN,

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ Pending) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Indiana State University - Instructional Materials Laboratory - School of Technology - Terre Haute - 47809

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Mathematics is one of the areas in education in which a great revolution has taken place. The "new" or "modern" approach to mathematics emphasizes understanding rather than just a series of manipulative techniques with little or no reference to basic properties, laws, and definitions.

A major purpose of the new or modern mathematics is to present mathematics as a consistent, logical, and step by step development. Then, based on this strong foundation the student is helped to develop a firm understanding of mathematics. Analysis of a problem should play a central role. However, it should be emphasized that drill is still an important aspect.

The modern approach to mathematics has developed a new way of teaching mathematics that should be carried on in the vocational related mathematics areas. If vocational machine trades education is to maintain its respectability and to progress in providing real vocational industrial education, it must update its related mathematics. This should involve stimulating the student "to react," "to do," "to discover," and "to explore." The student must have an opportunity to do more than merely follow like a sheep an instructor's command to "listen, watch, and then do as I do."

Through a research grant approved and funded by the Vocational Division of the Indiana State Department of Public Instruction, a developmental research project was undertaken to develop machine trades related mathematics materials using the terminology, concepts, and methods of modern mathematics.

Volume 1 and Volume 2 of Modern Mathematics as Applied to the Machine Trades were developed through this research project. Included in each of these two volumes are technical information lead in sheets, machine trades technical information sheets, technical assignment sheets, sample technical operation sheets, and sample technical job sheets.

The technical information lead in sheets present in a simple and direct manner important terminology, concepts, and methods utilized in the modern mathematics. So that these units may be used for both practice and reference, practice problems with answers are provided with each technical information lead in sheet.

Each of the machine trades technical information sheets presents specific machine tool technology technical information utilizing the modern mathematics approach and terminology. As much as possible these units emphasize understanding of the concepts and formulas involved. Technical assignment sheets including assigned problems and answers have been included to provide the student with valuable practice.

Volume 1 is designed to be utilized by first year machine tool technology students, and Volume 2 is designed for students in the second year. Each volume was written with the student in mind. That is, ease of reading and understanding was a primary objective.

The two volumes are not designed to be a complete course of study for the machine trades area. However, sample operation sheets and sample job sheets have been included to illustrate the utilization of the technical information sheets in specific operations and jobs.

Since the terminology, concepts, and methods of modern mathematics have been emphasized throughout the two volumes, it is strongly advised that all teachers who plan to utilize the volumes participate either in in-service workshops or take at least one class emphasizing the modern mathematics. As educators we all realize that the success of any course of program depends heavily on the teacher's understanding and enthusiasm.

The writers of Modern Mathematics as Applied to the Machine Trades sincerely believe that these two volumes are a definite advancement and achievement in the area of machine tool related mathematics.

STATE SUBMITTING ABSTRACT

Name of State
INDIANA

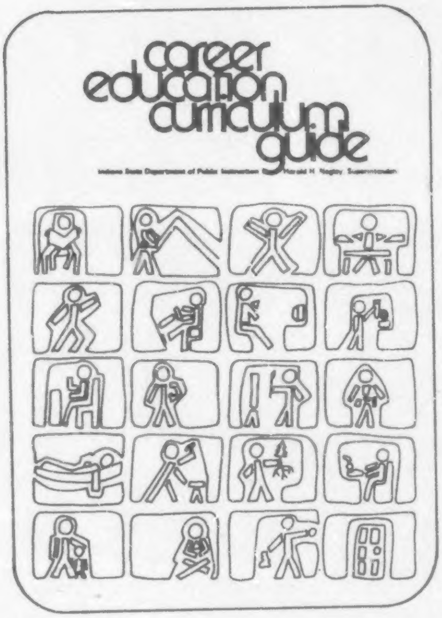
Agency
State Department of Public Instruction

Address
Division of Vocational Education, 1012 State Office Building

Indianapolis, IN 46204 Phone AC/ 317/633-4841

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


career education curriculum guide
Indiana State Department of Public Instruction Harold H. Negley, Superintendent

IL 000 138

TITLE OF MATERIALS CAREER EDUCATION CURRICULUM GUIDE

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Elizabeth C. Wampler
Consultant for Counseling and Guidance
Division of Pupil Personnel Services
Indiana Department of Public Instruction

Jerry C. Keiser
Coordinator, Career Exploration and Guidance
Division of Vocational Education
Indiana Department of Public Instruction

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	380 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: State Department of Public Instruction Personnel
Elizabeth Wampler and Jerry Keiser
State Department of Public Instruction
Other comment: Indianapolis, Indiana 46204

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain USOE Temporary Copyright Provisions

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number ED069919/VT016284

☒ Other Explain Limited copies available by request

TO ORDER, PLEASE CONTACT:
Division of Pupil Personnel Services (317) 633-4370
Division of Vocational Education (317) 633-4841
Indiana Department of Public Instruction
Indianapolis, Indiana 46204

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Career Education Curriculum Guide was originally developed in conjunction with Indiana's Career Education movement. The guide was meant to serve as a catalyst for those teachers desiring to integrate career development activities into their curriculum.

After surveying materials in the schools and those currently available to the schools, it was determined that both were incompatible with the approach Indiana wanted to take. This approach emphasized that any LEA could design, develop and implement a Career Education Program with the resources presently available to them.

The original guide was initially developed by Department of Public Instruction personnel and field tested in 12 school corporations. The field testing involved approximately 150 teachers and counselors, Kindergarten through grade twelve. These educators were asked to document all career development oriented activities used in their subject area during that school year. They were also asked to evaluate the guide's format. This information was then collected and a state-wide task force was selected to review and revise the original guide.

Based upon the interest of the pilot programs, the enthusiastic response of teachers using the guide and the number of requests received for the revised copy, it is felt that the Indiana Career Education Curriculum Guide is a useful classroom resource.

STATE SUBMITTING ABSTRACT

Name of State
State of Indiana

Agency
Department of Public Instruction

Address
Division of Vocational Education, 1012 State Office Building

Indianapolis, Indiana 46204 Phone AC/ 317/633-4841

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 139

TITLE OF MATERIALS

AGRIBUSINESS AND NATURAL RESOURCES
CURRICULUM GUIDES, 1973

Date developed and/or revised: August 1973

NAME OF DEVELOPER(S)

C. E. Bundy, Professor (retired)
Department of Agricultural Education
Iowa State University, Ames, Iowa 50010
and
Gerald F. Barton, Consultant, Career Education
Division, Department of Public Instruction,
Grimes State Office Bldg., Des Moines, Iowa 50319

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 478 Pages in set of 10 curriculum guides

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☐ in-service) ☒ Classroom Teacher (Teachers of secondary and postsecondary students) ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Harold R. Crawford, Professor and Head, Agricultural Education, 223 Curtiss Hall, Iowa State University, Ames, Iowa 50010
Mr. Gerald F. Barton, Consultant, Career Education Division, Department of Public Instruction,
Other Comments: Grimes State Office Building, Des Moines, Iowa 50319

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 5.00 per set of 10 titles) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Information and Publication Services
Iowa Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319
Telephone (515) 281-3038

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

AGRIBUSINESS AND NATURAL RESOURCES CURRICULUM GUIDES, 1973

Objectives were to develop curriculum guides in agribusiness and natural resource education for use by vocational and technical agriculture instructors in Iowa.

A three-week workshop was held on the Iowa State University campus June 4-22, 1973. Nine three-man committees of instructors and other qualified persons developed guides for teaching: animal science, agronomic science, agricultural mechanics, farm business management, agricultural supplies and services, agricultural products processing and distribution, horticulture, agricultural resources and conservation, agribusiness and natural resource education, and occupational experience in agriculture.

A steering committee assisted in selection of workshop participants, in obtaining resource materials, and in determining the format to be used in developing the guidelines. Participants provided their curriculum outlines and additional instructional guides were obtained from other states. The completed guides were printed and distributed through the State Department of Public Instruction to secondary, area schools, and other instructors of agriculture in Iowa.

District meetings of instructors will be held during the 1973-74 and 1974-75 academic years to evaluate use being made of these guides and suggestions for revision.

STATE SUBMITTING ABSTRACT

Name of State IOWA

Agency ~~IOWA STATE DEPARTMENT OF PUBLIC INSTRUCTION~~
Career Education Division

Address Grimes State Office Building
Des Moines, Iowa 50319

Phone AC 515 281-5331

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 140

TITLE OF MATERIALS

Career Awareness
Owatonna Elementary Schools

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Owatonna Public Schools
(Pete Connor, Carol Malterud, Mary Thomatz, Darlene Pizel, Bonnie Prieb, Ardienne Fleener, Dean Sanderson, Don Barber)

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	273 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

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TO ORDER, PLEASE CONTACT: Publications and Central Services Division
Documents Section, 140 Centennial Office Building
St. Paul, MN 55101

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is a career awareness teachers' guide designed for classroom use. Its purpose is to assemble in a convenient form some learning activities that will give the elementary student a greater understanding and awareness of self and the occupational world that surrounds him.

The guide is organized into nine sections; one for each month of the school year. In each monthly section there are five or more activities. The classroom teacher may choose one or more of the activities each week. The flexibility of the program, however, allows the teacher the opportunity to use the suggested activities from any month at any time. Each activity is complete in itself and is not necessarily tied to or dependent upon our regular curriculum.

While the guide was designed for Owatonna Public Schools, each activity includes the (1) related subject area, (2) objectives, (3) learning activities, (4) occupational cluster, and (5) suggested resource materials.

It is recommended that one class period a week, from 30 to 60 minutes, be devoted to career awareness. If the activity you have chosen for a particular week is correlated with language, then it is likely that you would use one language period for career awareness that week.

The writing committee feels that this guide represents a skeletal career awareness program. By providing you with some concrete activities, it is hoped that you will acquire the "spirit for career education," and learn to incorporate these career concepts into the present curriculum on a daily basis.

STATE SUBMITTING ABSTRACT

Name of State	Minnesota
Agency	Division of Vocational-Technical Education Minnesota Department of Education
Address	550 Cedar Street Capitol Square Building, St. Paul, MN 55101
	Jerome Schmehl Phone AC/ 612-296-2421

IL 000 141

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Science Unit
(Career Related)

Date developed and/or revised:

NAME OF DEVELOPER(S)

Roseville Area Schools
Ind. School District #623

Minnesota Department of Education
Division of Vocational-Technical Education

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	351 Pages	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $3.50) ☐ Rent (Unit cost $____) ☒ Free ☐ ERIC Number
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(Free until first edition is used up.
After that it will be available on a
cost-recovery basis.)

TO ORDER, PLEASE CONTACT:

Division of Vocational-Technical Education
Minnesota Department of Education Attention: Len Kodet
Capitol Square Building
550 Cedar St.
St. Paul, MN 55101

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The materials that have been produced as part of this project are organized under the career cluster concept. The activities and related exercises contained therein are termed "modules" and are meant to be used under an individualized approach to instruction. The module format includes: title, cluster, occupation, prerequisites, objectives, equipment, procedure, data and results, and evaluation. Most modules were designed to be completed during a 50-minute period. Where appropriate, a teacher supplement is included after the module.

GENERAL GOALS OF A CAREER-SCIENCE CURRICULUM

A. To instill in students an awareness of the broad range of careers available to them.

B. To integrate career information, and broaden the horizon of students as they learn to understand and use scientific processes in problem solving, and decision making.

C. To make obvious the value of science in student's career and educational planning.

D. To show students that there are respected vocations available for all ranges of intellectual and manual talent.

E. To provide students with better techniques to understand himself, his interests, talents and and abilities, and how they fit his career potential.

F. To help develop an intrinsic motivation within the students for understanding science and perceiving the value of the science curriculum.

SCIENCE PROCESSES AND SKILLS WHICH ARE INCLUDED IN THESE MODULES

All science begins with the process of observing. Two principal processes follow:

Inferring concepts and models from the observations, and

Predicting future events.

Other processes of science related to inferring and predicting are:

Observing
Classifying
Measuring
Interpreting data
Making operational definitions
Communicating
Formulating questions and hypothesis
Testing hypothesis
Experimenting
Analysis
Synthesis
Formulating models
Estimating
Evaluating

All of the processes of science have degrees of refinement. All of the processes can be learned and perfected. Decision making skills involve the processes of science. The more the processes of science are perfected by individuals and used in making decisions, the more valid is that decision.

STATE
SUBMITTING
ABSTRACT

Name of State
Minnesota

Agency
Division of Vocational-Technical Education
Minnesota Department of Education

Address
Capitol Square Building
550 Cedar St., St. Paul, MN 55101

Jerome Schacht
Phone AC 612-296-2421

IL 000 142

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

"Innovative Dental Assisting Curriculum"
(A Skill Oriented Curriculum)

Started July 1972 - Still in process
Date developed and/or revised:

NAME OF DEVELOPER(S)

Marilyn J. Anderson, Project Director
Bruce Wilcox, Curriculum Specialist
Roger Ostroot - Consultant
Karen Ostroot - Consultant
Sim Melzer - Media Specialist

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☒ Video Tape	☒ Film	☒ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	x Color
		x B & W	____ B & W	____ B & W
		____ Color	x Color	____ Frames
		____ Size	8 mm Size	Audio (x) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No
(A two-day in-service type of workshop with the project persons is recommended)

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Marilyn J. Anderson, Project Director
Canby Vocational-Technical Institute
Canby, MN 56220

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ______________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ undecided) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain These will be available in late 1974 or early 1975.

TO ORDER, PLEASE CONTACT:

Marilyn J. Anderson, Project Director
Canby Vocational-Technical Institute
Canby, MN 56220

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The total project will consist of one hundred to one hundred twenty-five "learning packages" will compose an "operation--procedure--skill" oriented curriculum. Each learning package will include a general purpose statement, general and specific performance objectives, a series of tasks involving both knowledge and application of subject matter, a variety of resource materials and references, and evaluating procedures. The tasks within a given learning package may be self-taught, teacher-taught or a combination of both. These learning packages will utilize conventional task content tools such as textbooks and periodicals, etc, but also will make extensive use of new educational materials and methods such as, slide-tape programs, transparencies, video tapes, films, film loop programs, charts, etc.

Specific Objectives:

a. To reconstruct the present traditional dental assisting curriculum by creating a series of operation-procedure-skill (OPS) areas that will result in a more practical and relevant curriculum; one which meets individual needs.

b. To determine subject matter requirements and skill competencies for each operation-procedure-skill (OPS) area.

c. To establish minimum competency levels for each operation-procedure-skill (OPS) area.

d. To produce systems, video tapes, slide sound programs, charts and other teaching and learning aids relating to each learning package.

e. To redesign the job descriptions for dental assisting instructors.

f. To provide students with the opportunities for individualized instruction and for self evaluation of their own performance.

Evaluation:

The following methods are among those techniques which will be used to evaluate the materials.

a. A comparison of students scores on the Minnesota State Registration Examination will be conducted using the test scores of the previous dental assisting classes and the scores of the students studying under the operation-procedure-skill (OPS) curriculum.

b. A comparison of students scores on the National Certification Examination will be conducted using the test scores of the previous dental assisting classes and the scores of the students studying under the operation-procedure-skill (OPS) curriculum.

c. Dentists participating in the clinical affiliation program (on the job training) will be asked to compare graduates who have studied under the traditional curriculum with graduates who have studied under the operation-procedure-skill (OPS) curriculum.

d. Students attitudes toward the traditional curriculum will be compared with the attitudes toward the operation-procedure-skill (OPS) curriculum.

e. Dentists attitudes toward the traditional curriculum will be compared with attitudes toward the operation-procedure-skill (OPS) curriculum.

STATE SUBMITTING ABSTRACT

Name of State Minnesota
Agency Division of Vocational-Technical Education Minnesota Department of Education
Address [illegible] Street Capitol Square Building, St. Paul, [illegible]
[illegible] Phone AC/ [illegible]

IL 000 143

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Post Secondary Model Office Simulation
(Business and Office Education)
"Office Supply and Equipment Company"

Date developed and/or revised: July 1, 1973

NAME OF DEVELOPER(S)

Judy Kulas
1783 29th Ave. N.W.
New Brighton, MN 55112

Charles Trochlil
Willmar Area Vocational-Technical Institute
Willmar, MN 56201

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
☒ Loose Leaf 190 Pages		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: x Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 x 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) x Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Judy Kulas (telephone only) 612-631-0918
Charles Trochlil - Willmar A.V.T.I., Willmar, MN
Other comment: 612-235-5114

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: At present, only a limited number have been printed. Each of the regional curriculum centers has been furnished with a copy which may be reproduced. If demand is sufficient, an additional printing may be undertaken.

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Objectives:

To provide a learning system which allows the student to:

A. Sell the skills learned at the high school level.
B. Utilize his skills in job positions through a simulated company.
C. Realize the importance of the many job positions found in the company office.
D. Practice proper attitudes and work habits as they exist in the industrial community.

How Developed:

An imaginary company has been created which is engaged in the sale of general office supplies and equipment. In the setting up of this office, every attempt has been made to provide a realistic approach to daily office operation. Duties, procedures, forms, and inter-office relationships have been developed to enable the student to play the role of each position as realistically and effectively as possible. Students are evaluated on the basis of job performance and the level of proficiency achieved as demonstrated in each position.

Results:

The package includes a complete description of each job found in the business office including duties, obligations of the employee, tasks performed and the equipment used. Emphasis has been placed on full utilization of the computer hookups which exist in the vocational schools to perform payroll, inventories, etc., just as big business does in their offices. In the future, the state-wide computer hookup between schools will be used to exchange orders and other correspondence between the simulated companies.

Evaluation:

The package has been used successfully in the classroom at Willmar Area Vocational-Technical Institute, and an effort is now being made to impliment the materials in the other vocational schools in Minnesota. There has been no sophisticated evaluation done, however, the indications are that the pilot attempt was highly successful.

STATE
SUBMITTING
ABSTRACT

Name of State: Minnesota
Agency: State Department of Education
Address:
Jerome Schmehl Phone AC/ 612-296-2421

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 144

TITLE OF MATERIALS

State Outline for Laboratory Instructional Work Stations

Date developed and/or revised: Revised in 1973

NAME OF DEVELOPER(S)

Larry Shinn
BOE Teacher
Lincoln High School
Cambridge City, Indiana

John D. Lee, Chief State Consultant
Business and Office Education
Division of Vocational Education
Indianapolis, Indiana

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 14 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: John D. Lee, Chief State Consultant
Business and Office Education
Division of Vocational Education
Indianapolis, Indiana

Other comments:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain None as of this time. Has been applied for through the individual teacher so involved in the material outline.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

John D. Lee, Chief State Consultant
Business and Office Education
Division of Vocational Education
Indianapolis, Indiana

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Indiana's in-school Intensive Office Laboratory program does not permit published materials and practice sets to be utilized. All materials within the Laboratory program have actually been taken from industry. The materials so utilized within the Laboratory represent employment opportunity for the graduates of the program. Through the material gathering approach, over 2,000 stations, which represent a specific position and a specific business in Indiana have been developed. We now have approximately 420 stations which represent a specific business that can be found in almost every state of the United States.

A very detailed analysis was established in order to determine that which was necessary in order to prepare a student for a position of immediate, direct and gainful employment from the program. We found that much must be acquired from industry in order that true occupational preparation could be provided. This detailed research brought forth a state outline for material gathering. The outline follows a sequence of gathering information on the exact description of the company, organizational chart, pictures of the office layout, completion of a job analysis, equipment information, flow charting, detailed listing of vocabulary, to the creation of daily, weekly and monthly duties as are actually found within each specific business. Necessary forms are so gathered and actually utilized by the students. The organization of our material outline and gathering approach will take the students from initial employment into a preparation for a position far above an entry level. The materials acquired will give the student an insight into each place of business that will be very valuable in determining a desire for employment as well as an insight and preparation far superior to other new employees.

Material gathering outline takes into full consideration job standards, equipment being utilized as well as the personal make up of an individual so involved in this position. It encompasses all other aspects that are very vital in a successful operating program for a students occupational preparation.

STATE SUBMITTING ABSTRACT

Name of State	State of Indiana
Agency	Department of Public Instruction
Address	Division of Vocational Education, 1012 State Office Building
	Indianapolis, Indiana 46204 Phone AC/ 317-633-4841

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 145

TITLE OF MATERIALS
Health Careers for Secondary Education
Date developed and/or revised:

NAME OF DEVELOPER(S)
Gerrie Driessen
Anoka Vocational-Technical Institute
Box 191
Anoka, MN 55303

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Carolyn Rosdahl
Gerrie Driessen

Other comment:

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Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number

☒ Other Explain Cost of Reproduction

Will not be available until July 1, 1974.
Outline of curriculum is available now.

TO ORDER, PLEASE CONTACT:
Gerrie Driessen
Anoka Vocational-Technical Institute
Box 191
Anoka, MN 55303

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Health Careers

Health Careers is an innovative program that provides exploration of health careers and related theory geared to sound health practices along with development of health related skills.

To facilitate the individualized approach, modules have been developed for the entire course.

The course is a full year, two-hour block sequence which includes:

1. Exploration of Health Careers
2. Communications
3. Understanding Human Behavior
4. Health Related Tasks
5. Normal Growth and Development
6. Body Structure and Function
7. Common Abnormal Conditions
8. Nutrition
9. World of Work

Each unit uses actual tasks performed by health personnel to help students relate to the occupations under which they are performed. Over 50 occupations are looked at during the course of the school year, thus allowing the student to experience a wide variety in an effort to allow a better career decision to take place upon graduation.

STATE SUBMITTING ABSTRACT

Name of State
Minnesota

Agency
Division of Vocational-Technical Education
Minnesota Department of Education

Address
Capitol Square Building
550 Cedar St., St. Paul, MN 55101

Jerome Schmehl
Phone AC/ 612-296-2421

IL 000 146

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS
MODELS FOR CAREER EDUCATION IN IOWA --
CAREER DEVELOPMENT MODEL AND EXPLANATION, 1973

Date developed and/or revised August 1973

NAME OF DEVELOPER(S)
Dr. Alan A. Kahler, Assistant Professor of
Agricultural Education
Iowa State University
Ames, Iowa 50010

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy
35 Pages

☒ Paper Bound
27 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
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___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Alan A. Kahler, Assistant Professor of Agricultural Education, Iowa State University, Ames, Iowa 50010,(upon request)

Other comment:

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TO ORDER, PLEASE CONTACT:
INFORMS
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319
Phone AC/515 281-3475

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

MODELS FOR CAREER EDUCATION, BEHAVIORAL OBJECTIVES

This publication was developed to assist schools wishing to implement the career development concept in the curriculum by providing models appropriate for rural, suburban, and metropolitan school settings.

This publication offers a definition of career education as developed for the exemplary project, "Models for Career Education in Iowa," and describes the model, the career development objectives, and provides a glossary of terms.

The following definition was used:

> "Career education is a sequence of planned educational activities designed to develop positive student attitudes, values, knowledges, and skills toward self and the world of work that will contribute to personal fulfillment in present and future life opportunities as well as economic independence. Career education, when incorporated into the existing curriculum has as its goal the creation of positive career objectives through the involvement of community resources and educational agencies."

This definition emphasizes that the career development process is a function of the total curriculum in the school and that the involvement of community resources in implementing the concept is rudimentary to development of positive career objectives on the part of each student.

The model shows the relationship of these concepts in the total curriculum and depicts a concept of career development beginning in kindergarten and continuing throughout life. Phases of the model are: awareness (self and world of work;) accommodation (continuation of self-awareness and awareness of world of work; relates understanding of self to development of academic skills and adjusts so as to contribute to school and community;) exploration (of real interests, aptitudes, desires, and occupational clusters;) preparation and exploration (continued exploration or beginning preparation for occupational entry into a cluster area).

Final phase of the model suggests broad opportunities for the learner once he has entered an occupation and a life style. The abilities, interests, desires, and backgrounds of the learners will dictate what will be emphasized at a grade level.

Objectives which correlate with the model were developed by the project participants and staff and were written for use at the curriculum level. The objectives place equal emphasis on concepts of self and the world of work and focus on elements in the curriculum that are unique to career development. The publication emphasizes that educators should be certain all objectives are implemented in the school system.

STATE SUBMITTING ABSTRACT

Name of State
IOWA

Agency
IOWA STATE DEPARTMENT OF PUBLIC INSTRUCTION
Career Education Division

Address
Grimes State Office Building
Des Moines, Iowa 50319

Phone AC/ 515 281-5331

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 147

TITLE OF MATERIALS

MODELS FOR CAREER EDUCATION IN IOWA --
SELF-AWARENESS CLASSROOM ACTIVITIES, 1973

Date developed and/or revised August 1973

NAME OF DEVELOPER(S)

JoAnn Mayer, Consultant
Dr. Alan A. Kahler, Assistant Professor of
Agricultural Education
Iowa State University, Ames, Iowa 50010

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy
53 Pages

☒ Paper Bound
47 Pages

☐ Video Tape
___Minutes
___B & W
___Color
___Size

☐ Film
___Minutes
___B & W
___Color
___Size

☐ Slides & Film Strips
___Color
___B & W
___Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher
☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher
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Grimes State Office Building
Des Moines, Iowa 50319 Phone AC/515 281-3475

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

MODELS FOR CAREER EDUCATION -- SELF-AWARENESS CLASSROOM ACTIVITIES

The activities in this publication were compiled for use in the exemplary project entitled, "Models for Career Education in Iowa." The publication includes the model for career development being implemented in the project, an explanation of the model, and self-awareness classroom activities.

This publication was developed to fill a need expressed by teachers participating in project for suggested self-awareness classroom activities. It was compiled from sources as listed in publications.

The self-awareness activities were developed for use in kindergarten through sixth grade in implementing the self-concept of the model. Teachers at the various levels need to work together in selecting activities to use in their teaching, thus providing scope and sequence in developing the self-concept of each child.

This guide is divided into three grade levels: Primary: Kindergarten through Second; Intermediate I: Third through Fourth; Intermediate II, Fifth and Sixth.

Each grade level deals with the child's self awareness in the physical, social, and emotional areas and his world of school, family, community, and self.

Awareness activities in the intellectual or cognitive area are excluded because the needs of children in this area are usually dealt with by teachers.

STATE
SUBMITTING
ABSTRACT

Name of State
IOWA

Agency
Iowa State Department of Public Instruction
~~Career Education Division~~

Address
Grimes State Office Building
Des Moines, Iowa 50319

Phone AC/ 515 281-5331

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 148

TITLE OF MATERIALS JOB APPLICATION AND INTERVIEW Instructors Guide

Date developed and/or revised:

NAME OF DEVELOPER(S) Richard C. Lacy
Ok D. Park

JOB APPLICATION
AND
INTERVIEW

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 354 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The JOB APPLICATION AND INTERVIEW Instructor's Guide is organized into nine units: (1) why work; (2) career opportunities; (3) occupational information; (4) self-evaluation; (5) letter of application and application blank; (6) job interview, tests, and forms; (7) money management; (8) job success factors; (9) job promotion and advancement.

Each unit is divided into the following sections: (1) objectives for the unit; (2) unit outline; (3) activities for the student; (4) transparency masters; (5) handout materials for students - these are directly correlated to the activities; (6) tests and answers.

The materials are three-hole punched and color coded.

STATE SUBMITTING ABSTRACT

Name of State	Missouri
Agency	Instructional Materials Laboratory
Address	University of Missouri-Columbia, 8 Industrial Education
	Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 149

TITLE OF MATERIALS
An Investigation of the Interaction of Learning Styles and Types of Learning Experiences in Vocational-Technical Education

Date developed and/or revised: June, 1973

NAME OF DEVELOPER(S)
Mr. John C. Banks
Center for Vocational, Technical and Adult Education - University of Wisconsin - Stout
Menomonie, Wisconsin

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 165 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

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If Yes, Please Fill Out This Section

By whom: Mr. John C. Banks
Stockton, California

Other comment:

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Mr. Clifford Zenor
Vocational Education Consultant - Instructional Services
Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This was a joint effort between the Center for Vocational, Technical, and Adult Education at the University of Wisconsin-Stout and Fox Valley Technical Institute at Appleton, Wisconsin to investigate the interaction of learning styles and learning experiences provided to students in vocational-technical education. During the past few years Fox Valley Technical Institute has been engaged in a number of curriculum modifications whereby instructional materials were reorganized into individualized experiences. Thus an investigation of learning styles was undertaken to provide supportive data to improve learning systems, especially as those systems relate to individualized instruction.

The developer identified a sub-set of learning styles which appeared to be most applicable to vocational-technical programs. The styles were refined by developing a working definition and a matrix for each learning style sub-set.

The definition and matrix formed the basis for the learning styles attitudinal survey. From this two learning styles continuums relevant to vocational-technical education programs were identified. The two were labeled as (1) concrete/symbolic and (2) structured/instructured. Instruments were developed to measure these continuums, a semantic differential and a Likert scale. Based on gathered data, an individual was placed along the continuum by the extent he was influenced by a particular learning style.

The results of the study are included and would take too much space to include in this brief description. An example of the results is as follows: The study indicates students tend to enroll in programs of study that match or complement their particular style of learning.

The results of the study, completed in June, 1973, are now being used by Fox Valley Technical Institute in the development of programs of study and the curriculum materials for those programs. The future evaluation of the results of the impact of the study is several years away.

STATE SUBMITTING ABSTRACT

Name of State	Wisconsin
Agency	Wisconsin Board of Vocational, Technical and Adult Education
Address	4802 Sheboygan Avenue Madison, Wisconsin 53702
Phone AC/	608-266-3316

IL 000 150

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Articulation of General
Education with Occupational
Competencies

Date developed and/or revised: September 1, 1973

NAME OF DEVELOPER(S)

William K. Wolfe
Southwest Wisconsin Vocational-Technical
School
Fennimore, Wisconsin
along with project staff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
225 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The major concern of the study is to articulate the general education instructional objectives with the occupational competencies needed by entry-level employees. In establishing a rationale the staff personnel discovered that, although general education complements and facilitates the students' occupational preparation, it seldom concentrates on skill development necessary for initial job entry. By its nature it remains general rather than specific ---it prepares students for their "living" rather than their "life's work."

This rationale was not to be challenged. However, in some cases, it appeared that general education offerings were so similar for all program majors that the disciplines of certain vocational or technical skill programs were being disregarded.

Thus efforts were made to produce meaningful curriculum in general education courses which are ultimately supportive to the major program areas. It was necessary for the general education instructors along with the project staff to interface with major instructors of the programs involved to define perceptives of the occupational fields. This, also, provided major instructors a view of the ways general education can help them attain their means.

The guide prepared includes outlines of courses in communication skills, mathematics, social sciences, and human relations for use in programs in Agriculture, Business Education, Marketing, Home Economics, Health Occupations and Trade and Industry. An example is a course outline for Applied Communications 1 for Auto Mechanics.

The materials are now being field tested at Southwestern Wisconsin Vocational-Technical School in Fennimore.

STATE
SUBMITTING
ABSTRACT

Name of State: Wisconsin

Agency: ~~Wisconsin Board of Vocational, Technical~~
and Adult Education

Address: ~~4802 Sheboygan Avenue~~
Madison, 53702

Phone AC/ 608-266-3316

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 151

TITLE OF MATERIALS

Guide for Integrating Environmental Education Concepts into Elementary, Secondary, and Post-Secondary Vocational, Technical & Adult Education

Date developed and/or revised: January, 1974

NAME OF DEVELOPER(S)

Developed through an Environmental Education Institute

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	558 Pages	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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By whom:

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Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Due to the many environmental problems of the world today it is necessary for secondary and post-secondary vocational-technical education to help provide qualified manpower needed for technological breakthroughs which will aid in the solution of these problems. Thus curriculums must be developed and program changes must be initiated to meet this challenge

In addition to producing manpower for jobs in environmental fields, students and teachers in all phases of education need to develop an awareness, understanding, appreciation and commitment to action in preventing and solving ecological problems as citizens in their communities.

With this in mind the guide was developed to provide teachers with concepts and rationale for the instructional objectives in cognitive, affective or psychomotor domain, recommended learning activities and the instructional materials.

The materials were designed by participants of a summer institute held June 11-29, 1973 at Fond du Lac, Wisconsin. The participants included persons from elementary, secondary, and post-secondary schools. The guide is a result of the combined efforts of the group.

The materials have not been field tested at this time but an in-service workshop for teachers is to be held in the summer of 1974 to familiarize them with the guide and how it can be used.

STATE SUBMITTING ABSTRACT

Name of State	Wisconsin
Agency	Wisconsin Board of Vocational, Technical and Adult Education
Address	4802 Sheboygan Avenue Madison, 53702
Phone AC/	608-266-3316

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 152

TITLE OF MATERIALS

Industrial Safety Education
for Small Industries

Date developed and/or revised: November 5, 1971

NAME OF DEVELOPER(S)

August J. Schulz
University of Wisconsin-Stout
Menomonie, Wisconsin

Curriculum Project Team
University of Wisconsin-Stout

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
137 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The University of Wisconsin-Stout through a project funded by the Wisconsin Board of Vocational, Technical and Adult Education brought together a Curriculum Development Team, under the guidance of August Schulz, to develop a model curriculum for "Industrial Safety Education for Small Industries." The team was made up of members from UW-Stout, the Wisconsin Board, State and Private Agencies dealing in Industrial Safety and safety personnel from the Technical Institutes in Wisconsin.

The goal to develop a curriculum guide to overcome accidents in American industry. Accidents claim the lives of over 14,000 individual workers per year. In spite of gradual and consistant reductions in the number of work related fatalities since 1912, industrial mishaps continue to injure and disable over two million persons each new year. Moreover, the lost time work accidents deny industry of some 245 million man-days of output and each year result in some four billion dollars in visible costs alone. Consequently, the need to provide industrial safety education programs to industrial groups and their workers regardless of size, affiliations or geographical location should continue to be a matter of critical concern.

Because in Wisconsin a substantial number of Wisconsin labor force is employed in "small" industries who generally do not have trained safety personnel, full or part time, increases the opportunity for, or the occurrence of unsafe acts or conditions. On the other hand, recent legislation provides for programs designed to insure "............. a safe place of employment." There is a genuine need for educational programs which emphasize and encourage a voluntary reduction of unsafe conditions and unsafe human behavior in industry. Thus the development of the curriculum guide.

The guide includes rationale for the program as well as implementation recommendations and program format. The guides sections are: Overview of Industrial Accident Prevention; Management Responsibility for Accident Prevention; Equipment--Tools as Potential Hazards; and Requisites for Safe-Healthful Place of Employment.

The guide has been field tested in the post-secondary Technical Institutes with persons employed in the small industries of Wisconsin. This has been very successful as an adult program and as an in-service program. The guide is for use by teachers and includes content outline, resources-materials and description of expected student behavior.

STATE
SUBMITTING
ABSTRACT

Name of State	Wisconsin
Agency	Wisconsin Board of Vocational, Technical and Adult Education
Address	4802 Sheboygan Avenue Madison, 53702
	Phone AC 608-266-3316

IL 000 153

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Vocational Science
Course

Date developed and/or revised: June, 1973

NAME OF DEVELOPER(S)

Mr. Charles Cooley
District 1 Technical Institute - Eau Claire
Eau Claire, Wisconsin

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☒ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	X Color
Transparancies		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain ______________________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ Unavailable) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Mr. Clifford Zenor
Vocational Education Consultant - Instructional Services
Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Since students are individuals, their education should be aimed at meeting their individual needs. In the past, the Vocational Science course has not been flexible enough to fulfill this requirement. As a result, the course has been largely unsatisfactory to both students and faculty. Thus efforts were made to develop an approach which will overcome this problem.

The outcome is a course of such a structure which requires each student to complete an introductory unit consisting of six basic sub-units. Upon completion, the student will select one of three major units. The selection may be one of interest, or one to enforce the students major program area. The units are as follows:

Unit Due

1. Measurement
2. Matter & Energy
3. Atomic Structure
4. Properties of Solids
5. Properties of Liquids
6. Properties of Gases

Student then selects one of the next three:

Mechanics	Electrical	Heat & Refrigeration
Metric Review	Metric Review	Metric Review
Force	Static Electricity	Molecular Structure
Vectors	Direct Current	Heat
Etc.	Etc.	Etc.

The materials have been tested with students for the past year and one half. The results have been excellent. The students prefer to have the opportunity to make a choice of material and this has helped increase the interest in the class. The use of cartoon characters in the printed materials as well as the transparancies has been well accepted. Some commercially produced slides have been utilized.

STATE
SUBMITTING
ABSTRACT

Name of State	Wisconsin
Agency	Wisconsin Board of Vocational, Technical and Adult Education
Address	4802 Sheboygan Avenue Madison, 53702
	Phone AC 608-266-3316

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 154

TITLE OF MATERIALS

Teacher In-Service
Slide Tape Materials

Date developed and/or revised: June, 1973

NAME OF DEVELOPER(S)

Clifford Zenor
Wisconsin Board of Vocational, Technical
and Adult Education
Madison, Wisconsin 53702

Mr. Charles Jump &
Mr. Craig Perman
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy
___ Pages

☐ Paper Bound
___ Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☒ Slides & Film Strips
X Color
___ B & W
___ Frames
Audio (X) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult X Teacher
X Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: x Teacher Educator (☐ pre-service X in-service) ☐ Classroom Teacher
X State Personnel X Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Mr. Clifford Zenor, see address below

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

X Purchase (Unit cost $ 31 per set) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Mr. Clifford Zenor
Vocational Education Consultant - Instructional Services
Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The need to provide in-service for teachers of apprentices, adults, and regular programs is great. These people need help in developing objectives, using media, developing tests and motivating students thus the slide-tape materials were prepared on these topics.

The content deals with the latest techniques in these areas and is designed with vocational education examples. In using the materials with teachers the comments have been very rewarding because they like the examples used. Some had used other materials on the same subject but did not relate to the elementary education examples.

The materials are divided into slides and cassette for each of the topic areas. The following is a listing of the areas with other statistics:

Motivational Techniques	41 slides	19:25 minutes in length
Instructional Objectives	29 slides	9:06 minutes in length
Integrating Media into Instruction	27 slides	12:20 minutes in length
Test Construction	35 slides	12:18 minutes in length

The cost for the four topics is $31.00.

The materials can be used for large groups, small groups or individual use. The materials are in their first year of use, with plans for minor revisions or additions during the summer of 1974.

STATE
SUBMITTING
ABSTRACT

Name of State Wisconsin

Agency Wisconsin Board of Vocational, Technical
and Adult Education

Address 4802 Sheboygan Avenue
Madison, Wisconsin 53702

Phone AC 608-266-3316

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 155

TITLE OF MATERIALS

Manufacturing Processes

Date developed and/or revised: June, 1972

NAME OF DEVELOPER(S)

Mr. Lewis P. Mallow &
Mr. Ralph A. Munger
District One Technical Institute
Eau Claire, Wisconsin 54701

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☒ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	X Color
Printed narrative for use with slides, which could become script for audio.		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes (X)No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain Permission to duplicate pictures from industries is restricted to VTAE system in Wisconsin.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ Unavailable) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain Reproduction of slides has not been costed.

TO ORDER, PLEASE CONTACT:

Mr. Clifford Zenor
Vocational Education Consultant - Instructional Services
Wisconsin Board of Vocational, Technical & Adult Education
4802 Sheboygan Avenue
Madison, Wisconsin 53702

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Manufacturing processes is a course included in a number of trade and industry associate degree programs. The objective of the course is to familiarize students with a number of processes used to manufacture products. There is no skill development involved, just a cognitive development about each process. Thus the objectives have been met by reading, movies or field trips but this caused some processes to be neglected because materials or locations were not available.

Arrangements were made by the developers to visit industries within the state using the various processes to photograph them. The slides were then previewed and arranged to show the sequence of the process to produce a product. All slides were approved for use by the companies. All companies are members of the Wisconsin Manufacturer's Association and initial contact with the companies was through the association. The slides were narrated on paper by the developers with editing of the narration done by personnel from the company. The narrative could be used to produce an audio cassette.

Materials can be used in large groups, small groups or individual situations. Processes included are:

- Sand Casting
- Die Casting
- Forging
- Powder Metallurgy
- Metal Extrusion
- Welding
- Sheet Metal Fabrication
- Die Stamping
- Machining
- Laminating
- Rolling
- Cold Heading
- Drawing
- Chemical Machining
- Electrical Discharge Machining
- Vacuum Molding
- Plastics Extrusion
- Die Forming

The materials are in the first year of use and seem to be accomplishing more than had been hoped. The students' reaction is positive and tests results show significant learning. Some narratives are being revised.

STATE SUBMITTING ABSTRACT

Name of State
Wisconsin

Agency
Wisconsin Board of Vocational, Technical
and Adult Education

Address
4802 Sheboygan Avenue
Madison, Wisconsin 53702

Phone AC/ 608-266-3316

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

Two eggs-
Medium
Rare!

IL 000 156

TITLE OF MATERIALS
"Career Development Curriculum Materials"
Grade 4

Date developed and/or revised: August, 1974

NAME OF DEVELOPER(S)
Selected Elementary Teachers
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	* Pages	___ Minutes	___ Minutes	___ Color
	*Not yet determined	___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William Ripley, Linda Cheatum
Orange County Career Development Program
410 Woods Avenue
Other comment: Orlando, Florida

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $_________) ☐ Rent (Unit cost $_________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)
William Ripley
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Not available until September, 1974

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Career Development Curriculum Materials" is designed to integrate basic career development concepts with the ongoing fourth grade curriculum. The material is separated into units based on a broad approach to a given career such as careers in government, careers in marine research, etc.

The fourth grade career education materials cover five occupational clusters:

1. Agri-Business Occupations
2. Consumer Homemaker and Related Occupations
3. Marine Science Occupations
4. Personal Services Occupations
5. Public Services Occupations

Special features and components of each unit include:

1. Indexed to State of Florida Accreditation Standards
2. Indexed with the eight career elements
3. Goal Statements
4. Career objectives, behaviorally stated
5. Academic objectives, behaviorally stated
6. Suggested activities
7. Student evaluation
8. Unit evaluation
9. Bibliography

All units have been field tested and revised accordingly.

STATE SUBMITTING ABSTRACT

Name of State
Florida
Agency
Florida State Department of Education
Bureau of Research and Evaluation
Address
Tallahassee, Florida [illegible]
Phone AC/ [illegible]

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 157

Just think! Me, as Juliet!
Is she dreamin

TITLE OF MATERIALS "Career Development Curriculum Materials"
Grade 3

Date developed and/or revised: August, 1974

NAME OF DEVELOPER(S)
Selected Elementary Teachers
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	* Pages	____ Minutes	____ Minutes	____ Color
	*Not yet determined	____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William Ripley, Linda Cheatum
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)

William Ripley
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Not available until September, 1974

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Career Development Curriculum Materials" is designed to integrate basic career development concepts with the ongoing third grade curriculum. The material is separated into units based on individual work roles in the community such as meterologist, butcher, etc.

The third grade career education materials cover five occupational clusters:

1. Construction Occupations
2. Environment Occupations
3. Fine Arts and Humanities Occupations
4. Hostitality and Recreation Occupations
5. Market and Distribution Occupations

Special features and components of each unit include:

1. Indexed to State of Florida Accreditation Standards
2. Indexed with the eight career elements
3. Goal statement
4. Career objectives, behaviorally stated
5. Academic objectives, behaviorally stated
6. Suggested activities
7. Student evaluation
8. Unit evaluation
9. Bibliography

All units have been field tested and revised accordingly.

STATE
SUBMITTING
ABSTRACT

Name of State: Florida

Agency: Florida State Department of Education
Bureau of Research and Evaluation

Address: Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

We just love Career Development!

IL 000 158

TITLE OF MATERIALS

"Career Development Curriculum Materials"
Grade 2

Date developed and/or revised: August, 1974

NAME OF DEVELOPER(S)

Selected Elementary Teachers
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	* Pages	____ Minutes	____ Minutes	____ Color
	*Not yet determined	____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William Ripley, Linda Cheatum
Orange County Career Development Program
Other comment: 410 Woods Avenue
Orlando, Florida 32805

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain: Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)

William Ripley
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Not available until September, 1974

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Career Development Curriculum Materials" is designed to integrate basic career development concepts with the ongoing second grade curriculum. The material is separated into units based on individual work roles in the community such as dentist, telephone operator, etc.

The second grade career education materials cover five occupational clusters:

1. Business and Office Occupations
2. Communications and Mass Media Occupations
3. Health Occupations
4. Manufacturing Occupations
5. Transportation Occupations

Special features and components of each unit include:

1. Indexed to State of Florida Accreditation Standard
2. Indexed with the eight career elements
3. Goal statement
4. Career objectives, behaviorally stated
5. Academic objectives, behaviorally stated
6. Suggested activities
7. Student evaluation
8. Unit evaluation
9. Bibliography

All units have been field tested and revised accordingly.

STATE SUBMITTING ABSTRACT

Name of State Florida

Agency Florida State Department of Education
Bureau of Research and Evaluation

Address Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

IL 000 159

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

Happiness is Career Development

TITLE OF MATERIALS "Career Development Curriculum Materials"
Grade 1

Date developed and/or revised: August, 1974

NAME OF DEVELOPER(S)
Selected Elementary Teachers
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	* Pages	____ Minutes	____ Minutes	____ Color
	*Not yet determined	____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William Ripley, Linda Cheatum
Orange County Career Development Program

Other comment: 410 Woods Avenue
Orlando, Florida

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)

William Ripley
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida

Not available until September, 1974

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Career Development Curriculum Materials" is designed to integrate basic career development concepts with the ongoing first grade curriculum. The material is separated into units based on individual work roles in the community such as policeman, bakery worker, etc.

The first grade career education material covers five occupational clusters:

1. Agri-Business Occupations
2. Consumer, Homemaker and Related Occupations
3. Marine Science Occupation
4. Personal Services Occupation
5. Public Service Occupation

Special features and components of each unit include:

1. Indexed to State of Florida Accreditation Standards
2. Indexed with the eight career elements
3. Goal statement
4. Career objectives, behaviorally stated
5. Academic objectives, behaviorally stated
6. Suggested activities
7. Student evaluation
8. Unit evaluation
9. Bibliography

All units have been field tested and revised accordingly.

STATE SUBMITTING ABSTRACT

Name of State Florida

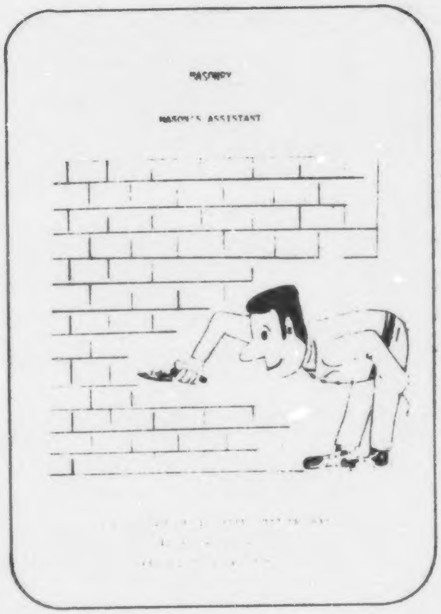
Agency Florida State Department of Education
Bureau of Research and Evaluation

Address Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


MASONRY

MASON'S ASSISTANT

IL 000 160

TITLE OF MATERIALS "Mason's Assistant"

Date developed and/or revised: July, 1973

NAME OF DEVELOPER(S)

William Semmens, June Powell
Edwardus Rapaez
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 91 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Mason's Assistant" was developed to provide masonry students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the material:

1. Mixing mortar
2. Excavating trenches for footers and foundations
3. Erecting scaffolds and ladders.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE SUBMITTING ABSTRACT

Name of State

Agency Florida

Florida State Department of Education

Address Bureau of Research and Evaluation

Tallahassee, Florida 32301

Phone AC/

(904) 488-3995

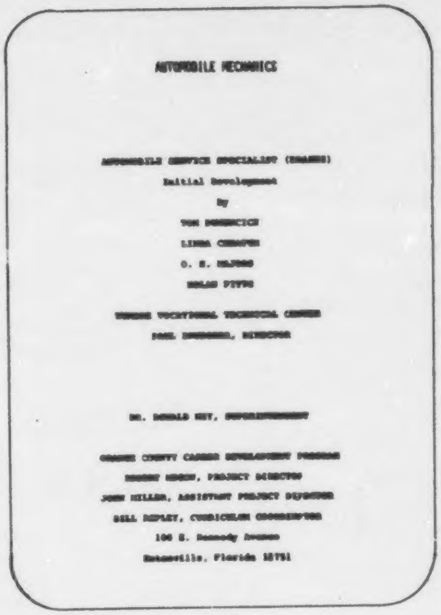
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 161

TITLE OF MATERIALS
"Automobile Service Specialist"
(Brakes)

Date developed and/or revised: November, 1973



NAME OF DEVELOPER(S)
G. T. Dumencich, Linda Cheatum.
O. H. Majors, Nolan Pitts
Wymore Vocational - Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 75 Pages
☐ Video Tape ____Minutes ____B & W ____Color ____Size
☐ Film ____Minutes ____B & W ____Color ____Size
☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Ave.
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Ave.
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Automobile Service Specialist (Brakes) was developed to provide automobile mechanic students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the material:

1. services hydraulic brake systems
2. services drum brakes
3. services disc brakes
4. services power brake units.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE SUBMITTING ABSTRACT

Name of State: Florida

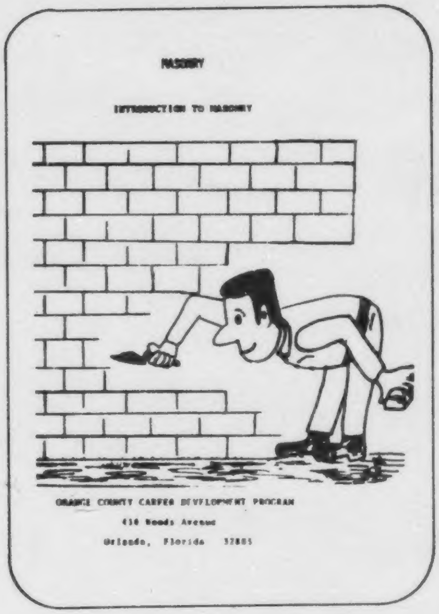
Agency: Florida State Department of Education

Address: Bureau of Research and Evaluation
Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



MASONRY

INTRODUCTION TO MASONRY

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

IL 000 162

TITLE OF MATERIALS "Introduction to Masonry"

Date developed and/or revised: July, 1973

NAME OF DEVELOPER(S)

William Semmens, June Powell,
Edwardus Rapacz
Wymore Vocational - Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	53 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:
William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (Single copies only)

William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Introduction to Masonry" was developed to provide masonry students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following goals are covered in the material:

1. To orientate the student to the vocation of masonry
2. To assist the student in learning to understand shop organization
3. To develop in the student an understanding of safety, health and work regulations in the vocation of masonry.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE SUBMITTING ABSTRACT

Name of State
Florida
Agency
Florida State Department of Education
Bureau of Research and Evaluation
Address
Tallahassee, Florida 32301
Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS "Electrical Appliance Serviceman (Major Resistive Type)"

Date developed and/or revised: July, 1973

ELECTRICITY

ELECTRICAL APPLIANCE SERVICEMAN (MAJOR RESISTIVE TYPE)

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

IL 000 163

NAME OF DEVELOPER(S)

John Moughan, June Powell,
John Abeel
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 175 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Other comment: Orlando, Florida 32805

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

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410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Electrical Appliance Serviceman (Major Resistive Type)" was developed to provide electricity students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based.
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the material. Disassembling, reassembling and checking the operation of each of the following:

1. Electric lamps
2. Electric coffee maker
3. Electric hair dryer
4. Electric popcorn popper
5. Electric skillet
6. Electric waffle iron
7. Electric roaster broiler
8. Electric range
9. Electric hot water heater
10. Electric clothes dryer

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

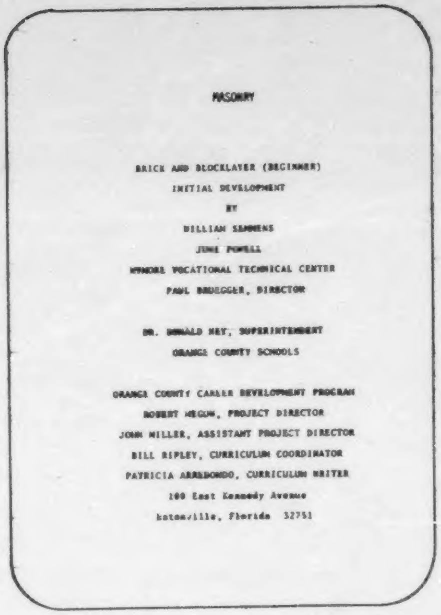
This material is one of several developed curriculum components in the specified vocational area.

STATE SUBMITTING ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
Phone AC/	(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


MASONRY

BRICK AND BLOCKLAYER (BEGINNER)
INITIAL DEVELOPMENT
BY
WILLIAM SEMMENS
JUNE POWELL
WYMORE VOCATIONAL TECHNICAL CENTER
PAUL BRUEGGER, DIRECTOR

DR. DONALD HEY, SUPERINTENDENT
ORANGE COUNTY SCHOOLS

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
ROBERT MEGUM, PROJECT DIRECTOR
JOHN MILLER, ASSISTANT PROJECT DIRECTOR
BILL RIPLEY, CURRICULUM COORDINATOR
PATRICIA ARREDONDO, CURRICULUM WRITER
100 East Kennedy Avenue
Eatonville, Florida 32751

IL 000 164

TITLE OF MATERIALS: "Brick and Blocklayer (Beginner)"

Date developed and/or revised: April, 1973

NAME OF DEVELOPER(S):
William Semmens, June Powell
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 150 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comments:

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☐ Other Explain

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Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Brick and Blocklayer (Beginner)" was developed to provide masonry students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the material:

1. Identifying, using and caring for each of the following:
    - a. trowels
    - b. hammer
    - c. spirit level
    - d. plumb rule
    - e. plumb bob
    - f. layout tools and guides
    - g. squaring tools
    - h jointers
    - i. line holder, supports
    - j. cutting tools
    - k. miscellaneous hand tools
2. Identifying block dimension, unit lengths, masonry bonds and load bearing units
3. Spreading mortar
4. Laying blocks to line and corner.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE
SUBMITTING
ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
Phone AC/	(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 165

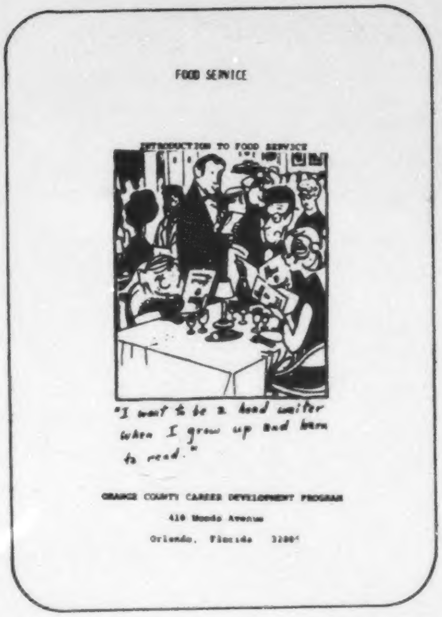
TITLE OF MATERIALS "Introduction to Food Service"

Date developed and/or revised: July, 1973

NAME OF DEVELOPER(S)

Dorothy Gregory, Linda Cheatum,
Nicholas Constantine
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805



FOOD SERVICE

INTRODUCTION TO FOOD SERVICE

"I want to be a head waiter when I grow up and learn to read."

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 215 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
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Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)

William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Introduction to Food Service" was developed to provide food service students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based.
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The major aims of the material is to:

1. Familiarize the student with the food service program and his responsibilities when involved in the course
2. Increase student awareness of related job opportunities and qualifications.
3. Familiarize the student with safety practice habits, and basic nutritional practice.
4. Develop in the student the understanding of basic sanitation principles, proper work habits and the importance of food appearance and flavor.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE SUBMITTING ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
	Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 166

BUSINESS EDUCATION

GENERAL OFFICE CLERK

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

TITLE OF MATERIALS: "General Office Clerk"

Date developed and/or revised: July, 1973

NAME OF DEVELOPER(S):
Joyce Chavis, Carol Howard, John Abeel
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	160 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:
William K Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain: Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:
☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)
William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"General Office Clerk" was developed to provide business education students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based.
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the material:

1. Identifying and using parts of the typewriter
2. Using correct finger placement.
3. Using correct finger reach.
4. Typing with speed
5. Typing accurately
6. Using typing techniques
7. Tabulating
8. Centering materials vertically.
9. Centering materials horizontally.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE
SUBMITTING
ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
	Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 167

HORTICULTURE

GROUNDS MAINTENANCE EMPLOYEE

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

TITLE OF MATERIALS "Grounds Maintenance Employee"

Date developed and/or revised: July, 1973

NAME OF DEVELOPER(S)
James Sims, Linda Cheatum, O.H. Major,
Nolan Pitts
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	125 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Other comment: Orlando, Florida 32805

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:
☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Grounds Maintenance Employee" was developed to provide horticulture students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based.
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the materials:

1. Selecting grasses for Florida turfs and lawns
2. Establishing turfs and lawns
3. Controling insects and turf diseases.
4. Maintaining lawn and turfs.
5. Using and caring for lawn tools and equipment.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE
SUBMITTING
ABSTRACT

Name of State
Florida

Agency
Florida State Department of Education
Bureau of Research and Evaluation

Address
Tallahassee, Florida 32301

Phone AC (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 168

AUTO MECHANICS

AUTO MECHANIC SERVICE SPECIALIST (LUBRICATION)

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

TITLE OF MATERIALS "Auto Mechanic Service Specialist (Lubrication)"

Date developed and/or revised July, 1973

NAME OF DEVELOPER(S)
Virgil Hoover, Apopka Memorial High School
Apopka, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	53 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section.

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program

PROVISIONS FOR ACQUIRING MATERIALS:

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William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Auto Mechanic Service Specialist (Lubrication)" was developed to provide automobile mechanic students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the material:

1. changes engine oil and filter
2. lubricates steering systems
3. checks power train components and other maintenance items.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency Florida
Florida State Department of Education

Address Bureau of Research and Evaluation
Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

INTRODUCTION TO THE BABYSITTER

CAREFUL
CHILDREN
AT PLAY

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM

IL 000 169

TITLE OF MATERIALS "Introduction to the Babysitter"

Date developed and/or revised: July 1973

NAME OF DEVELOPER(S)

Judith Coombs, Janet Bramford,
Don Funk
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 79 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x)Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Introduction to the Babysitter" was developed to provide child care students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocation Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based.
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The basic aims of the material is to:

1. Familiarize the student with the child care program
2. Develop in the student a basic understanding of children of all ages.
3. Develop in the student a deeper understanding of children 1 and 2 years old.
4. Assist the student in recognizing the characteristic differences between the 3 and 4 year old child.
5. Develop in the student awareness of personality development in children.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE
SUBMITTING
ABSTRACT

Name of State: Florida

Agency: Florida State Department of Education
Bureau of Research and Evaluation

Address: Tallahassee, Florida 32301

Phone AC(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS "Introduction to Power Mechanics"

Date developed and/or revised: April, 1973

NAME OF DEVELOPER(S)

G. T. Dumencich, Linda Cheatum,
O. H. Majors, Nolan Pitts
Wymore Vocational - Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

INTRODUCTION TO POWER MECHANICS

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

IL 000 170

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 65 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Ave.
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Ave.
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Introduction to Power Mechanics" was developed to provide automobile mechanic and/or small engine students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The major goals of the material are to:

1. orientate the student to the vocation of power mechanics
2. assist the student in learning to identify basic hand tools
3. develop in the student the skills necessary for using service manuals and basic repair skills.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE SUBMITTING ABSTRACT

Name of State: Florida

Agency: Florida State Department of Education
Bureau of Research and Evaluation

Address: Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

MASONRY

PLASTERER

LATH HATCHET
Pool TROWEL
End Cut Nippers
Mitre Tool
Hawk

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM

IL 000 171

TITLE OF MATERIALS "Plasterer"

Date developed and/or revised: July, 1973

NAME OF DEVELOPER(S)

William Semmens, June Powell
John Abeel
Wymore Vocational-Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 133 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Ave.
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Plasterer" was developed to provide masonry students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the materials:

1. Using correct safety, health and work regulations
2. Caring for plasterer's hand tools
3. Mixing plaster mortar
4. Using various types of laths
5. Applying plaster mortar to walls
6. Mixing and applying mortar for simulated texture.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE
SUBMITTING
ABSTRACT

Name of State Florida

Agency ~~Florida State Department of Education~~
Bureau of Research and Evaluation

Address
Tallahassee, Florida 32301

Phone AC/(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS "Automobile Service Specialist (Engines)"

Date developed and/or revised: January, 1974

AUTOMOBILE MECHANICS

AUTOMOBILE SERVICE SPECIALIST (ENGINES)

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

IL 000 172

NAME OF DEVELOPER(S)

G. T. Dumencich, O.H. Major, June Powell
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 155 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Automobile Service Specialist (Engines)" was developed to provide Automobile Mechanic students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based.
4. it is fused, i. e. academic objectives and activities related to the vocational objectives are included.

The following skills are taught in the material:

1. Explain engine construction and theory of four cycle stroke engine
2. Replaces jackets and seals
3. Services cooling systems
4. Reconditions cylinder heads
5. Performs micrometer measurements
6. Reconditions engine blocks
7. Performs minor tune-up.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE SUBMITTING ABSTRACT

Name of State
Florida

Agency
Florida State Department of Education
Bureau of Research and Evaluation

Address
Tallahassee, Florida 32301

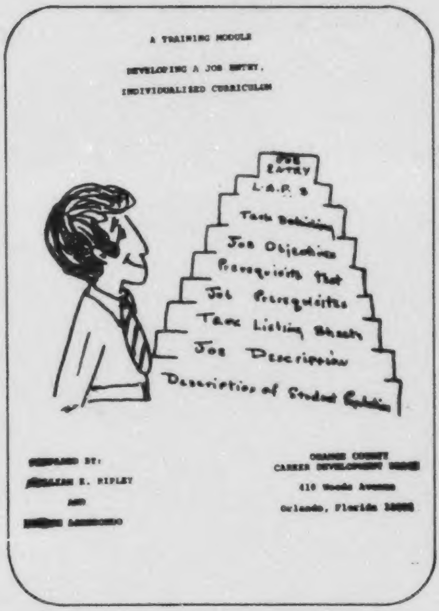
Phone AC/(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS
"Developing a Job Entry, Individualized Curriculum, a Training Module"

Date developed and/or revised: August, 1973



A TRAINING MODULE

DEVELOPING A JOB ENTRY,
INDIVIDUALIZED CURRICULUM

PREPARED BY:
[illegible] K. RIPLEY
AND
[illegible] ARREDONDO

ORANGE COUNTY
CAREER DEVELOPMENT [illegible]
410 Woods Avenue
Orlando, Florida [illegible]

IL 000 173

NAME OF DEVELOPER(S)

William K. Ripley, Jr., Coordinator
Career Development Program
410 Woods Ave.
Orlando, Florida 32805

Patricia Arredondo, Curriculum Writer
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 153 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
Orange County Career Development Program
410 Woods Avenue
Other comment: Orlando, Florida 32805

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Developing a Job Entry, Individualized Curriculum, a Training Module" is designed to prepare vocational instructors with the necessary skills for developing an individualized curriculum based on identified job entries. The module carries the user through a step-by-step process resulting in an initial curriculum product. Such skills as writing job descriptions, developing a task analysis, evaluating student populations, formulating job prerequisite and prerequisite test items, writing goal statements and behaviorally stated objectives and developing multi-instructional activities and valid criterion references are covered within the module.

Although the module itself is self-contained and individualized ultimate delivery is insured if used in conjunction with an experienced trainer.

The module was initially developed as a part of the inservice component of the Orange County Career Development Program as an expedient method for training vocational teachers. It has been utilized and field tested through the same inservice component.

STATE SUBMITTING ABSTRACT

Name of State Florida

Agency Florida State Department of Education
Bureau of Research and Evaluation

Address Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS "Lawnmower Repairman"

Date developed and/or revised: July, 1973

NAME OF DEVELOPER(S)
Frank Ruhle, Linda Cheatum,
O. H. Major
Wymore Vocational Technical Center
Eatonville, Florida 32751

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

LAWN MOWER REPAIRMAN

LAWN MOWERS

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

IL 000 174

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 175 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section.

By whom: William K. Ripley and Patricia Arredondo
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Lawnmower Repairman" was developed to provide small engine students with the opportunity to progress on an individual basis through an open-ended program. The curriculum design is based on a modified approach to Maeger and Beachs "Developing Vocational Instruction" and is continuously evaluated by vocational craft committees for purposes of currency and content.

Special features of the curriculum are:

1. it is individualized
2. it is based on a job description and task analysis
3. it is performance based
4. it is fused, i.e. academic objectives and activities related to the vocational objectives are included

The following skills are taught in the materials:

1. Disassembling and reassembling two and four-cycle engines
2. Maintaining and repairing ignition systems
3. Repairing fuel systems
4. Repairing governors
5. Repairing electric starting and charging systems
6. Receiving and issuing engine parts
7. **Serving valves**
8. Obtaining and recording measurements
9. Reconditioning engines.

The material has been field tested with students enrolled in an exemplary program which serves both regular and disadvantaged students. Successful utilization is in direct proportion to the instructor's ability to organize and manage an individualized program. Implementation inservice for instructors desiring to use this curriculum is strongly recommended.

This material is one of several developed curriculum components in the specified vocational area.

STATE
SUBMITTING
ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
Phone AC/	(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

"A Module For Training Elementary
Classroom Teachers In The Development
fo a Career Education Unit of Work"

Date developed and/or revised: April, 1973

NAME OF DEVELOPER(S)

William K. Ripley, Jr., Coordinator
Orange County Career Development Program
410 Woods Ave.
Orlando, Florida 32805

A MODULE FOR TRAINING ELEMENTARY CLASSROOM TEACHERS
IN THE DEVELOPMENT OF A CAREER EDUCATION
UNIT OF WORK

PREPARED BY
WILLIAM K. RIPLEY

REVISED AND
ILLUSTRATED BY
TRISH ARREDONDO

IL 000 175

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 82 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley, Patricia Arredondo, Linda Cheatum
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with Federally Funded Programs.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (Single Copies Only) William Ripley
410 Woods Ave.
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"A Module For Training Elementary Classroom Teachers in The Development of a Career Education Unit of **Work**" is designed to provide the necessary skills for developing a career unit of work which integrates career development concepts with ongoing curriculum objectives. The module carries the user through a step-by-step process resulting in an initial curriculum product. Such skills as constructing goal statements and behaviorally stated objectives, formulating multi-instructional activities, researching a chosen career area and writing an integrated career unit are covered in the module.

Although the module itself is relatively self-contained. (except for research materials) and individualized, ultimate delivery is insured if used in conjunction with an experienced trainer.

The original module was initially developed as part of a state contract for Occupational Specialists. It was later field tested with elementary classroom teachers and revised accordingly. It has been used extensively with a great deal of success as a part of the Orange County Career Development Program inservice component.

STATE
SUBMITTING
ABSTRACT

Name of State Florida

Agency Florida State Department of Education
Bureau of Research and Evaluation

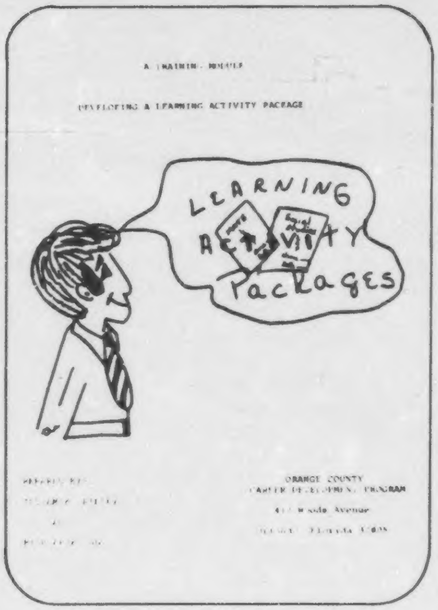
Address Tallahassee, Florida 32301

Phone AC/(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 176


A TRAINING MODULE

DEVELOPING A LEARNING ACTIVITY PACKAGE

ORANGE COUNTY
CAREER DEVELOPMENT PROGRAM

TITLE OF MATERIALS

"A Training Module, Developing a Learning Activity Package"

Date developed and/or revised: May, 1973

NAME OF DEVELOPER(S)

William K. Ripley, Jr., Coordinator
Career Development Program
410 Woods Ave.
Orlando, Florida 32805

Patricia Arredondo, Curriculum Writer
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

____ Pages	100 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William K. Ripley and Patricia Arredondo
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)
William Ripley
410 Woods Ave.
Orlando, Florida 32805

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Abstract Prepared in 1974

DESCRIPTOR:

"Developing a Learning Activity Package, a Training Module" is designed to provide classroom teachers and other instructional personnel with the necessary skills for preparing individualized learning activity package. The module carries the user through a step-by-step process resulting in a curriculum product (LAP). Such skills as constructing goal statements and behaviorally stated objectives, formulating multi-instructional activities, writing valid criterion references and identifying possible solutions to problem situations involving individualizing instruction are covered in the module.

Although the Module itself is self-contained and individualized, ultimate delivery is insured if used in conjunction with an experienced trainer.

The Module was initially developed as a part of the inservice component of the Orange County Career Development Program as an expedient method for training classroom teachers. It has been utilized and field tested through the same inservice component.

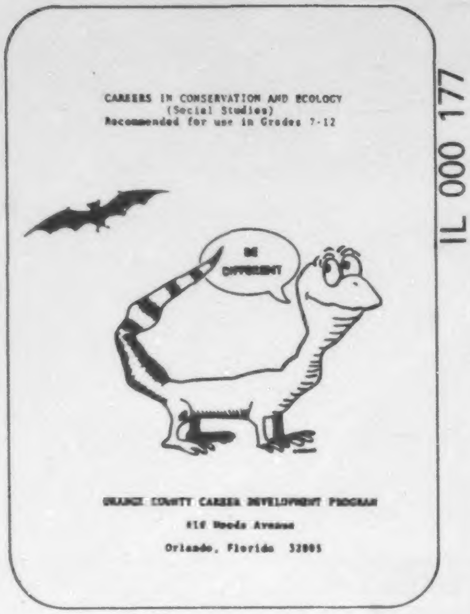
STATE SUBMITTING ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
	Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS
"Careers in Ecology and Conservation (Social Studies)"
Date developed and/or revised: January, 1974


CAREERS IN CONSERVATION AND ECOLOGY
(Social Studies)
Recommended for use in Grades 7-12

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

IL 000 177

NAME OF DEVELOPER(S)
Kathleen Gallagher, Gerald Jowers,
Gregory Kennedy and Skip Brinkley
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
121 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William Ripley and Patricia Arredondo
Orange County Career Development Program
410 Woods Avenue
Other comment: Orlando, Florida 32805

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Careers in Ecology and Conservation (Social Studies)" is designed to integrate basic career development concepts with the ongoing social studies curriculum in grades 7-12. The material has the following components:

1. Teacher Guide, including explanation of unit components and suggested utilization techniques.
2. Occupational information package, a teacher oriented material containing:
    a. goal
    b. objectives
    c. related occupational information keyed to the objectives
    d. suggested activities
    e. materials bibliography
3. Student research activity package, a student oriented material containing:
    a. student directions
    b. goal
    c. specific objectives keyed to the eight career elements
    d. activities concentrating on research for personality and career goal evaluation, employability skills and human relations
    e. study sheets
    f. pre and post test
    g. evaluation checklist
4. Related learning activity packages for academic discipline, a student oriented material containing:
    a. student directions
    b. specific objectives
    c. activities, materials and resources
    d. worksheets, study questions and study sheets
    e. pre and post tests
    f. evaluation checklist

Goal statements in the material are keyed to State of Florida Accreditation Standards.

The current version of the material is a revision of the original curriculum design.

The curriculum is designed to allow for maximum utilization flexibility i.e., it is applicable in an individualized or traditional program.

STATE SUBMITTING ABSTRACT

Name of State Florida

Agency Florida State Department of Education
Bureau of Research and EValuation

Address Tallahassee, Florida 32301

Phone AC (904) 488-3995

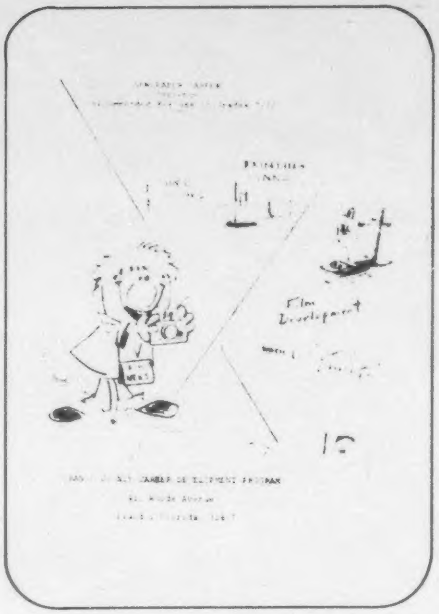
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 178

TITLE OF MATERIALS: "CAREERS IN THE NEWSPAPER (SCIENCE)

Date developed and/or revised: January, 1974



NAME OF DEVELOPER(S):

Joan Fischofer, and Patricia Arrendondo
Orange County Public Schools
Orlando, Florida 32805

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	137 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:

William Ripley and Patricia Arrendondo
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain: Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)

William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Careers in the Newspaper (Science)" is designed to integrate basic career development concepts with the ongoing science curriculum in grades 7-12. The material has the following components:

1. Teacher Guide, including explanation of unit components and suggested utilization techniques.
2. Occupational Information package, a teacher oriented material containing:
    a. goal
    b. objectives
    c. related occupational information keyed to the objectives
    d. suggested activities
    e. materials bibliography
3. Student research activity package, a student oriented material containing:
    a. student directions
    b. goal
    c. specific objectives keyed to the eight career elements
    d. activities concentrating on research for personality and career goal evaluation, employability skills and human relations
    e. study sheets
    f. pre and post tests
    g. evaluaiton checklist
4. Related learning activity packages for academic discipline, a student oriented material containing:
    a. student directions
    b. specific objectives
    c. activities, materials and resources
    d. worksheets, study questions and study sheets
    e. pre and post tests
    f. evaluation checklist

Goal statements in the material are keyed to State of Florida Accreditation Standards.

The current version of the material is a revision of the orignal curriculum design.

The curriculum is designed to allow for maximum utilization flexibility i.e., it is applicable in an individualized or traditional program.

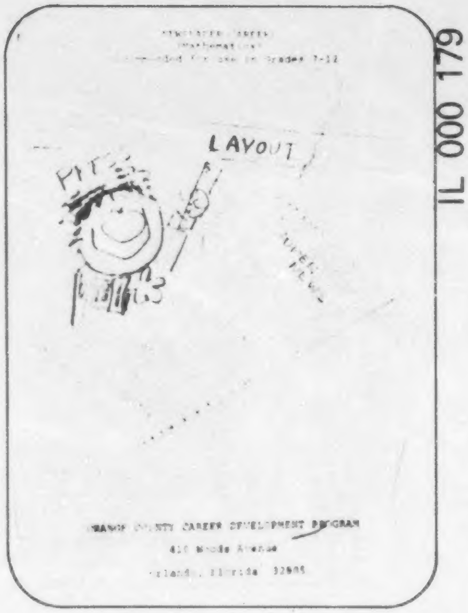
STATE SUBMITTING ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
	Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 179



TITLE OF MATERIALS
"CAREERS IN THE NEWSPAPER (MATH)"
Date developed and/or revised: January 1974

NAME OF DEVELOPER(S)
Patricia Arrendondo, Eric Smith
Orange County Public Schools
Orlando, Florida 32805

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	131 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:
By whom: William Ripley and Patricia Arrendondo
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida
Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No
Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:
☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:
(single copies only)
William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Careers in The Newspaper (Math)" is designed to integrate basic career development concepts with the ongoing social studies curriculum in grades 7-12. The material has the following components

1. Teacher Guide, including explanation of unit components and suggested utilization techniques.
2. Occupational information package, a teacher oriented material containing:
    a. goal
    b. objectives
    c. related occupational information keyed to the objectives
    d. suggested activities
    e. materials bibliography
3. Student research activity package, a student oriented material containing:
    a. student directions
    b. goal
    c. specific objectives keyed to the eight career elements
    d. activities concentrating on research for personality and career goal evaluation, employability skills and human relations
    e. Study sheets
    f. pre and post tests
    g. evaluation checklist
4. Related learning activity packages for acedemic discipline, a student oriented material containing:
    a. student directions
    b. specific objectives
    c. activities, materials and resources
    d. worksheets, study questions and study sheets
    e. pre and post tests
    f. evaluation checklist

Goal statements in the material are keyed to State of Florida Accreditation Standards.

The current version of the material is a revision of the original curriculum design.

The curriculum is designed to allow for maximum utilization flexibility i.e., it is applicable in an individualized or traditional program.

STATE
SUBMITTING
ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
	Phone AC 904/488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

NEWSPAPER CAREERS
(Social Studies)
Recommended for use in grades 7-12

ORANGE COUNTY CAREER DEVELOPMENT PROGRAM
410 Woods Avenue
Orlando, Florida 32805

IL 000 180

TITLE OF MATERIALS

"CAREERS IN THE NEWSPAPER (SOCIAL STUDIES)"

Date developed and/or revised: January 1974

NAME OF DEVELOPER(S)

Patricia Arrendondo
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound 142 Pages
☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size
☐ Film ___ Minutes ___ B & W ___ Color ___ Size
☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:
William Ripley and Patricia Arrendondo
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain: Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS.

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

(single copies only)

William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Careers in The Newspaper (Social Studies) is designed to integrate basic career development concepts with the ongoing social studies curriculum in grades 7-12. The material has the following components

1. Teacher Guide, including explanation of unit components and suggested utilization techniques.

2. Occupational information package, a teacher oriented material containing:

    a. goal
    b. objectives
    c. related occupational information keyed to the objectives
    d. suggested activities
    e. materials bibliography

3. Student research activity package, a student oriented material containing:
    a. student directions
    b. goal
    c. specific objectives keyed to the eight career elements
    d. activities concentrating on research for personality and career goal evaluation, employability skills & human relations
    e. Study sheets
    f. pre and post tests
    g. evaluation checklist

4. Related learning activity packages for acedemic discipline, a student oriented material containing:

    a. student directions
    b. specific objectives
    c. activities, materials and resources
    d. worksheets, study questions and study sheets
    e. pre and post tests
    f. evaluation checklist

Goal statements in the material are keyed to State of Florida Accreditation Standards.

The current version of the material is a revision of the original curriculum design.

The curriculum is designed to allow for maximum utilization flexibility i.e., it is applicable in an individualized or traditional program.

STATE SUBMITTING ABSTRACT

Name of State: Florida

Agency: Florida State Department of Education
Bureau of Research and Evaluation

Address: Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

IL 000 181

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

"Careers in Ecology and Conservation
(Language Arts)"

Date developed and/or revised: January, 1974

NAME OF DEVELOPER(S)

Gerald Jowers, Gregory Kennedy and
Skip Brinkley
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	126 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: William Ripley and Patricia Arredondo
Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Other comment

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

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William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

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Abstract Prepared in 1974

DESCRIPTOR:

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 182

TITLE OF MATERIALS
"Career Development Curriculum Materials"
Grade 6

Date developed and/or revised: August, 1974

NAME OF DEVELOPER(S)
Selected Elementary Teachers
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

What do you mean, You haven't done a Career Unit, Yet?

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	* Pages	___ Minutes	___ Minutes	___ Color
	*Not yet determined	___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William Ripley, Linda Cheatum
Career Development Program
Other comment: 410 Woods Avenue
Orlando, Florida 32805

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:
☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only)
William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Not available until September, 1974

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Career Development Curriculum Materials" is designed to integrate basic career development concepts with the ongoing fourth grade curriculum. The material is separated into units based on a broad approach to a given career such as careers in government, careers in careers in a business office, careers in a factory, etc.

The sixth grade career education materials cover five occupational clusters:

1. Business and Office Occupations
2. Communications and Mass Media Occupations
3. Health Occupations
4. Manufacturing Occupations
5. Transportation Occupations

Special features and components of each unit include:

1. Indexed to State of Florida Accreditation Standards
2. Indexed with the eight career elements
3. Goal statements
4. Career objectives, behaviorally stated
5. Academic objectives, behaviorally stated
6. Suggested activities
7. Student evaluation
8. Unit evaluation
9. Bibliography

All units have been field tested and revised accordingly.

STATE
SUBMITTING
ABSTRACT

Name of State
Florida

Agency
Florida State Department of Education
Bureau of Research and Evaluation

Address
Tallahassee, Florida 32301

Phone AC/ (904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

That'll teach you to brush! $30, stupid!

IL 000 183

TITLE OF MATERIALS

"Career Development Curriculum Materials"
Grade 5

Date developed and/or revised: August, 1974

NAME OF DEVELOPER(S)

Selected Elementary Teachers
Orange County Public Schools
Orlando, Florida

Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
* Pages
*Not yet determined

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: William Ripley, Linda Cheatum
Orange County Career Development Program

Other comment: 410 Woods Avenue
Orlando, Florida 32805

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain Developed in conjunction with federally funded program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: (single copies only) William Ripley
Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Not available until September, 1974

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Career Development Curriculum Materials" is designed to integrate basic career development concepts with the ongoing fifth grade curriculum. The material is separated into units based on a broad approach to a given career such as careers in a Supermarket, etc.

The fifth grade career education materials cover five occupational clusters:

1. Construction Occupations
2. Environment Occupations
3. Fine Arts and Humanities Occupations
4. Hospitality and Recreation Occupations
5. Market and Distribution Occupations

Special features and components of each unit include:

1. Indexed to State of Florida Accreditation Standards
2. Indexed with the eight career elements
3. Goal Statements
4. Career objectives, behaviorally stated
5. Academic objectives, behaviorally stated
6. Suggested activities
7. Student evaluation
8. Unit evaluation
9. Bibliography

All units have been field tested and revised accordingly.

STATE
SUBMITTING
ABSTRACT

Name of State	Florida
Agency	Florida State Department of Education Bureau of Research and Evaluation
Address	Tallahassee, Florida 32301
Phone AC/	(904) 488-3995

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

FOOD SERVICES
COORDINATED VOCATIONAL

IL 000 184

TITLE OF MATERIALS Food Services

Date developed and/or revised: Spring, 1974

NAME OF DEVELOPER(S) Home Economics Instructional Materials Center

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	approx. 300 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Home Economics Instructional Materials Center staff

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes ( ) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ to be announced) ☐ Rent (Unit cost $____) ☐ Free ☒ ERIC Number not assigned yet
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Home Economics Instructional Materials Center
Box 4067
Texas Tech University
Lubbock, Texas 79409

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Food Services is designed for use in the Coordinated Vocational Academic Education Program (CVAE) in Texas which focuses upon needs of in-school youth with special learning needs. These students may possess academic, socio-economic, or other handicaps which prevent them from succeeding in traditional educational endeavors. The CVAE program includes academic and vocational instruction that provide opportunities for achieving a saleable vocational skill. Food services is one of the designated areas of instruction which can be included in the home economics phase of the program.

Concepts developed in Food Services guide include sanitation and safety, equipment for commercial food production, food production, customer service techniques, dishwashing procedures, and cleaning and care of surfaces.

For each major concept a justification for study and overall objectives are included. The subconcepts are developed with key ideas or generalizations, words to know, behavioral objectives, learning and evaluation experiences, and teaching aids.

Words to know are included to alert the teacher to new words which the student must learn to comprehend the concepts presented. Behavioral objectives and learning and evaluative experiences are written in student terms. Behavioral objectives are written in all three domains (cognitive, affective, and psychomotor). Learning and evaluative materials are designed to minimize reading required of students. All information included for the student is tested for a low reading level. A separate reference list including books, pamphlets, periodicals, and audio-visual aids accompanies the guide.

Experienced CVAE teachers participated in writing the materials to insure their relevance to student needs. An advisory committee system was also used in developing the guide. It included the homemaking education staff of Texas Education Agency, employers and employees, experienced CVAE teachers, subject matter specialists, the chairman of home economics education at Texas Tech University, and the Home Economics Instructional Materials Center staff. The advisory committee, and individuals selected as needed, reviewed the preliminary materials to verify their completeness and accuracy and made suggestions for changes, additions, and revisions. Final drafts of the materials were reviewed by the chairman of Home Economics Education, Texas Tech University, a subject matter specialist, and the homemaking education staff of Texas Education Agency to insure the quality and relevance of the materials to the CVAE program.

STATE
SUBMITTING
ABSTRACT

Name of State Texas
Agency State Education Agency
Address 201 East Eleventh Street
Austin, Texas 78701 Phone AC/ 512 475-2585

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 185

TITLE OF MATERIALS The Automotive Power Train Mechanic

Date developed and/or revised: 1973

the
automotive
power
train
mechanic

NAME OF DEVELOPER(S) Troy Notgrass

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	203 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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By whom:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

THE AUTOMOTIVE POWER TRAIN MECHANIC, 1st edition, 1973. 203 pp; Test Book and Answer Book available.

This manual is for individualized student use under the supervision of an instructor. Each assignment is organized so a student can meet specific performance objectives which are given first. After reading the objectives the student covers the text and illustrations. Many detailed drawings and photographs are provided, to help the student visualize what is done in specific operations. Exercise questions are provided to stress the most important information and help the student in meeting objectives. Test questions are last, giving both the student and his teacher a chance to see if the objectives have been met.

This manual is self-contained. Included with the manual is a publication by Ford Marketing Corporation: The C-6 Automatic Transmission Training Handbook, Course 7521, Volume 71S4-L2. The Ford training handbook makes it possible to provide many detailed diagrams that explain operation of an automatic transmission. The Ford book is in several colors for easier understanding. Subjects covered by the 42 assignments in the manual are occupational outlook, job safety, tools and equipment, clutches, standard transmissions, overdrives, automatic transmissions, drive lines and drive line service, and differentials. Fundamentals of operation, troubleshooting, overhaul procedures, and tests of equipment are covered where appropriate.

Cooperation was extended for this manual by American Motors Corporation, Ford Motor Corporation, four divisions of General Motors Corporation, and the Plymouth Division, Chrysler Corporation. Most of the illustrations are from shop manuals of these companies. Content is based on U. S. Office of Education instructional code 17.0302, for auto mechanics.

Tests and answers are in separate publications for control by the instructor.

The study manual has been computer tested and the reading level verified as 9th grade.

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
Agency	Instructional Materials Services
Address	Division of Extension The University of Texas at Austin
	Austin, Texas 78712 Phone AC 512/471-1041; 471-1975

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS: Bricklayer and Stonemason

Date developed and/or revised: 1973

NAME OF DEVELOPER(S): L. A. Grimes, Jr.

IL 000 186

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	189 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain: Material is based on manuals developed by Brick Institute of America; permission is granted for use in this manual only.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 9.95 Study Manual and Unit Tests; $2.25 Answer Book) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

BRICKLAYER AND STONEMASON, 1st edition, 1973. 189 pp; test book and answer book available.

This is an individualized student study manual, for use in Industrial Cooperative Training programs under the supervision of a teacher-coordinator. Each assignment is organized so the student can meet specific performance objectives which are given first. After reading the objectives, the student covers the text and illustrations. Exercise questions then stress the most important information and help the student meet the stated objectives. Test questions are last, giving both the student and his instructor a chance to see if the objectives have been met.

Bricklayer and Stonemason study manual is self-contained, including all reference material for 30 assignments. Subject areas are an introduction to masonry, tools and equipment, masonry materials, elements of masonry construction, brick bonds and reinforcement, brick-wall construction, footings, piers and pilasters, chimneys and fireplaces, arches, floors and pavements, cleaning clay products, and concrete masonry and stone construction. A seven-page glossary is included.

The Brick Institute of America cooperated by providing many illustrations and source materials. Content of the manual is based on U. S. Office of Education instructional code 17.1004, for the occupation of masonry.

Tests and answers are in separate publications, so they will be under the control of the instructor.

STATE
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ABSTRACT

Name of State	Texas
Agency	Instructional Materials Services
Address	Division of Extension
	The University of Texas at Austin Austin, Texas 78712 Phone AC/ 512/471-1041

OCCUPATIONAL CURRICULUM

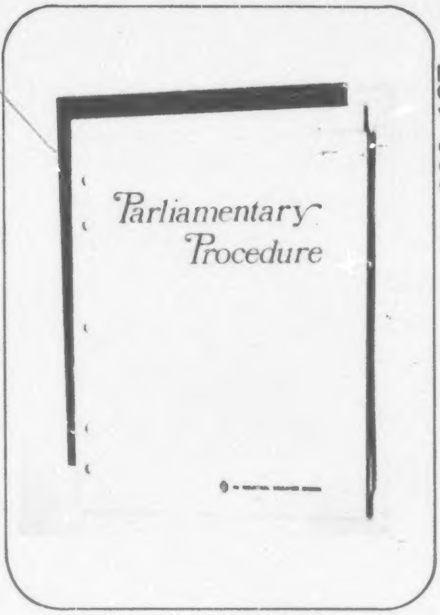
MATERIALS ABSTRACT

IL 000 187

TITLE OF MATERIALS Parliamentary Procedure

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Troy Notgrass



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 49 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

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PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
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The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

PARLIAMENTARY PROCEDURE, 1st edition, 1973. 49 pp; Test Book and Answer Book available.

Purpose of this student or teacher manual is to help provide leadership training through club work. The publication design makes it useful as a teaching outline or as an individualized student manual. It could be used by incumbent club officers to train students elected to take over the following year. Subjects include fundamentals of parliamentary procedure, club organization, committees, order of business, introducing a motion, debating a motion, methods of voting, altering motions, deferring actions, regulating or limiting debate, suppressing motions, enforcing parliamentary procedure, reconsidering previous questions, solving emergencies, and adjourning a meeting. Each of these topics is covered in an instruction format that includes objectives, text, exercises, and test questions.

This manual has been computer tested and reading level is verified as 9th grade.

STATE
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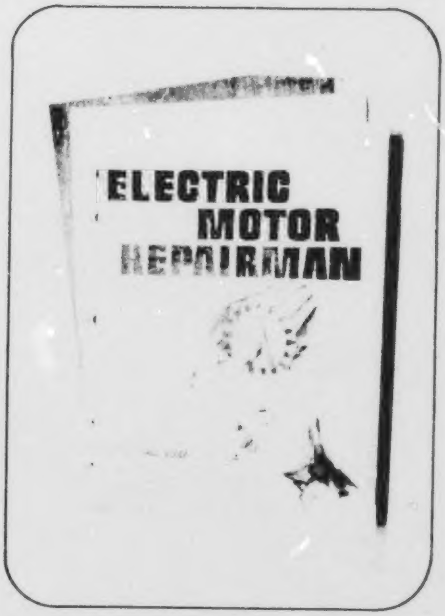
	Austin, Texas 78712	Phone 512/471-1041;471-1975

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 188

TITLE OF MATERIALS	Electric Motor Repairman Date developed and/or revised: 1973
NAME OF DEVELOPER(S)	Mack C. Sutton



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	295 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 19.95 Study) ☐ Rent (Unit cost $________) ☐ Free ERIC Number

☐ Other Explain Manual and Tests; $6.50 Answer Book

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

ELECTRIC MOTOR REPAIRMAN, 1st edition, 1973. 295 pp; Test Book and Answer Book available.

This manual is for individualized student use under supervision of an instructor. Each assignment is organized so the student can meet performance objectives which are given first. After reading the objectives, the student covers the text and pictures. Exercise questions then stress the most important information and help the student in meeting objectives. Test questions come last, giving both the student and his teacher a chance to see if the objectives have been met.

This manual is partially self-contained. Assignments for first-year students have all the refernece information either in this book or in another publication issued by Instructional Materials Services, The University of Texas at Austin: Handtools for Metalworking Trades. The 30 assignments for this group of students cover safety, basic AC motor construction, magnetism, electricity, electrical measurement, types of circuits, making and insulating splices, generation of alternating current, transformers, electric motor theory, inductance and reactance, alternating current pronciples, direct-current generators and motors, test equipment, elementary troubleshooting, repair procedures, customer relations, and the types and uses of tools. Assignments 31 through 58 are for second-year Industrial Cooperative Training students and require the reference: Robert Rosenburg, Electric Motor Repair, second edition, Holt, Rinehart, and Winston, 1970. The last 33 pages of the student manual provide a reprint of the Fairbanks-Morse Catechism of Electrical Machinery.

The test book and answer are printed separately so they will be under the control of the instructor.

The study manual has been computer tested and verified that the reading level is 9th grade.

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
Agency	Instructional Materials Services
Address	Division of Extension The University of Texas at Austin
	Austin, Texas 78712 Phone AC 512/471-1041; 471-1975

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS Meatcutter

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Troy Notgrass

James Hitchcock

MEATCUTTER

IL 000 189

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 167 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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☒ Purchase (Unit cost $12.95 Study Manual and Tests; $3.50 Answer book ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

MEATCUTTER, 1st edition, 1973. 167 pp; Test Book and Answer Book available.

This manual is for individualized student use under the supervision of an instructor. Each assignment is organized so the student can meet performance objectives which are given first. After reading the objectives the student covers the text and illustrations. Exercise questions then stress the most important information and help the student in meeting objectives. Test questions are last, giving both the student and his teacher a chance to see if the objectives have been met.

The manual is self-contained. No additional references or texts need to be purchased. The 28 assignments have these subjects: livestock production and marketing; hand tools; mechanical equipment; shop safety; sanitation; hygiene; meat preservation; meat inspection; the retail meat market; retail meatcutting; classes and grades of meats; ground and chopped meats; meat identification; basic retail cuts; cutting beef and veal; grading beef for pricing and displaying; cutting pork; grading pork for pricing and displaying; cutting and grading lamb; poultry; fish and seafood; introduction to pricing meat; factors affecting price determination; pricing retail cuts; packaging in self-service type markets; packaging in service-type markets; refrigeration; receiving and storing meat; displaying meat; and trends in the meatcutting industry.

Cooperating by providing source material for this manual were the National Live Stock and Meat Board, Hobart Sales and Service Company, and the Lebhar-Friedman Publications, Inc., publishers of Chain Store Age-Meat Guide. Content is based on U. S. Office of Education instructional code 17.2903 for meatcutter.

The study manual has been computer tested and reading level verified as 9th grade.

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
Agency	Instructional Materials Services
Address	Division of Extension The University of Texas at Austin
	Austin, Texas 78712 Phone AC/ 512/471-1041; 471-1975

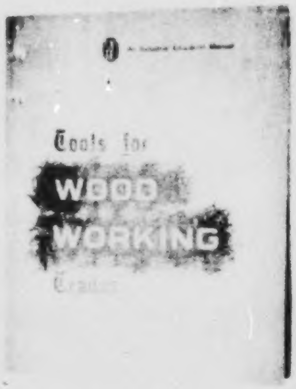
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS Tools for Wood Working Trades

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) L. A. Grimes, Jr.



IL 000 190

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	220 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

TOOLS FOR WOOD WORKING TRADES, 1st edition, 1972. 220 pages.

This is an information manual for use by students. It has no assignments as such. Instead, the information is divided into chapters that serve as reference material for other publications from Instructional Materials Services, The University of Texas at Austin. This arrangement makes it possible to have one reference book for several different occupations.

Contents are: layout and measuring tools; hand planes, scraping tools; wood chisels and gouges; handsaws, boring tools, pounding and driving tools; gripping and holding tools; fastening devices; portable drills; portable sanders; portable circular saws; hand jigsaws; portable routers and laminate trimmers; drill presses and mortisers; scroll and band saws; table saws; radial arm saws; planing machines; sanders and shapers; wood lathes; and spraying equipment.

This manual has been computer tested and the reading level verified as 9th grade.

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
Agency	Instructional Materials Services
Address	Division of Extension The University of Texas at Austin
	Austin, Texas 787[illegible] Phone AC/ 512/471-1041; 471-1975

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 191

TITLE OF MATERIALS Hand Tools for Metalworking Trades

Date developed and/or revised: 3rd edition, 1972

HAND TOOLS
for
METALWORKING
Trades

NAME OF DEVELOPER(S) L. A. Grimes, Jr., et. al.

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	130 Pages	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

HAND TOOLS FOR METALWORKING TRADES, revised 3rd edition, 1972. 130 pp.

This is an information manual for use by students. It has no assignments as such. Instead, the information is divided into chapters that serve as reference material for other publications by the Instructional Materials Services, The University of Texas at Austin. This arrangement makes it possible for one reference book to serve several different occupations at one time.

Contents are: hacksaws, files, hammers, chisels and punches, vises and clamps, measuring tools, layout tools, wrenches, pliers, screwdrivers, drills, threading tools, reamers, soldering tools, and gages.

This manual has been computer tested and reading level verified as 9th grade.

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
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IL 000 192

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS AUTOMOTIVE REFINISHING

Date developed and/or revised: 2nd edition, 1971

NAME OF DEVELOPER(S) Paul J. Isbell

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 73 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 9.95 study manual, tests, and references Rental (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain $2.50 answer book

TO ORDER, PLEASE CONTACT:

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Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

AUTOMOTIVE REFINISHING, 2nd edition, 1971. 73 pp; test book and answer book available.

This manual is for individualized student use under the supervision of an instructor. Each assignment is organized so the student can meet specific performance objectives which are given first. After reading the objectives the student covers the text and illustrations. Exercise questions then stress the most important information and help the student in meeting objectives. Test questions are last, giving both the student and instructor a chance to see if the objectives have been met.

This material is self-contained. The student study manual comes with two accompanying references: Automotive Refinishing, Principles and Techniques, Refinish Division, E. I. duPont de Nemours & Co. (Inc.) and Ditzler Repaint Manual, Ditzler Automotive Finishes, PPG Industries, Inc. Subjects covered in assignments are: opportunities in automotive refinishing; shop safety; preparing the surface; shop materials; equipment care and uses; automotive finishes; and paint failure. A three-part glossary is also keyed to assignments. Content is based on U. S. Department of Labor occupational title 845.781, for automobile painter.

Tests and answers are in separate publications for control by the instructor.

STATE
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Agency	Instructional Materials Services
Address	Division of Extension The University of Texas at Austin
	Austin, Texas 78712 Phone AC/ 512/471-1041; 471-1975

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 193

DIESEL
MECHANIC

TITLE OF MATERIALS Diesel Mechanic

Date developed and/or revised: 1974

NAME OF DEVELOPER(S) Troy Notgrass

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 169 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

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By whom:

Other comment:

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 12.95 Study Manual and Tests; $3.00 Answer Book) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

DIESEL MECHANIC, 1st edition, 1974; 169 pp. Test Book and Answer Book available.

This manual is for individualized student use under the supervision of an instructor. Each assignment is organized so the student can meet specific performance objectives which are given first. After reading the objectives the student covers the text and illustrations. Exercise questions then stress the most important information and help the student in meeting objectives. Test questions are last, giving both the student and his teacher a chance to see if the objectives have been met.

This material is self-contained. The student manual comes with one other publication, Fundamentals of Service, Shop Tools by Deere & Company. Subjects of the 19 assignments are: shop safety; screwdrivers, hammers, pliers, and wrenches; cutting, punching, and clamping tools; gauges; introduction to diesel engines; how a diesel engine operates; the basics of engines; cylinders and cylinder heads; pistons and piston rings; connecting rods and crankshafts; valve gear; intake and exhaust systems; fuel system; governors; diesel fuel; lubrication, cooling system; servicing the basic engine; and troubleshooting an engine. Content is based on U. S. Office of Education instructional code 17.1200, for the occupation of diesel mechanic.

Tests and answers are in separate publications for control by the instructor.

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
Agency	Instructional Materials Services
Address	Division of Extension The University of Texas at Austin
	Austin, Texas 78712 Phone AC 512/471-1041; 471-1975

OCCUPATIONAL CURRICULUM

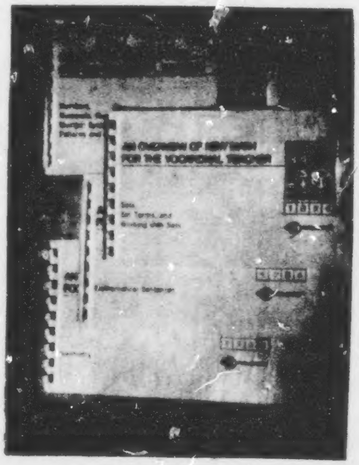
MATERIALS ABSTRACT

IL 000 194

TITLE OF MATERIALS An Overview of New Math for the Vocational Teacher

Date developed and/or revised. 1973

NAME OF DEVELOPER(S) James L. Cockrum



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 162 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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By whom:

Other comment:

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00 each;) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain $7.50 set of 4

TO ORDER, PLEASE CONTACT:

Instructional Materials Services
Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

AN OVERVIEW OF NEW MATH FOR THE VOCATIONAL TEACHER, 1st edition, 1973. Four programmed booklets, 162 pp. total.

The teaching of new math in the public schools began about 10 years ago and many vocational teachers are now getting students familiar with this subject area.

This series of four small programmed booklets was developed as a self-instructional aid for vocational teachers. The booklets are well-written so that each small amount of information is followed immediately by an opportunity for the learner to answer some questions to see if he has mastered that information. With this arrangement the learner is either encouraged by success or knows that he should re-read a few paragraphs before going on. At the end of each booklet is a final self-test with answers so the learner can check the work.

Program 1 covers numbers, numerals, numeration systems, number systems, operations, patterns, and puzzles. It has 37 pages.

Program 2 covers sets, set terms, and working with sets. It has 37 pages.

Program 3 covers mathematical sentences. It has 54 pages.

Program 4 covers geometry as taught in new math. It has 34 pages.

When possible, these booklets describe how the theories covered are actually used in specific vocations. For example, mathematical sentences apply to equations used in determining taper per inch, board feet, and current in an electrical circuit. Also, set theories help in understanding how the switches on a computer operate. Other practice examples are given, as well as reasons for studying some of the specific information in the new math.

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
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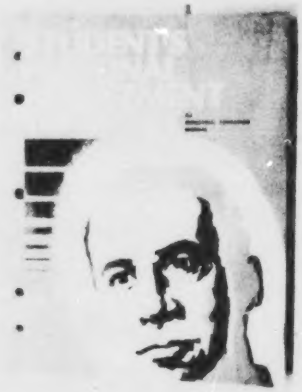
	Austin, Texas 78712 Phone AC/ 512/471-1041; 471-1975

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 195



TITLE OF MATERIALS Student's Personal Adjustment to Work

Date developed and/or revised: 2nd edition, 1973

NAME OF DEVELOPER(S) L. A. Grimes, Jr.

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	324 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

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Division of Extension
The University of Texas atAustin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Student's Personal Adjustment to Work, 2nd edition, 1973. 324 pp; complete with 53 transparencies.

This self-contained publication is for use by an instructor of a cooperative type program in providing group discussions in class. Objectives are at the first of each chapter, followed by information needed to meet those objectives. Although the book and the transparencies make up a self-contained package, there is also a seven-page list of additional instructional aids. Books, pamphlets, and films are described, together with instructions on how to obtain them. Much of the classroom time in a program of this type is devoted to group discussion, and this book is a significant part of the available material.

The first five chapters of this book are directed just to the teacher-coordinator. They explain how to carry out group discussions, how to use chalkboard illustrations, charts, and models; how to use transparencies, slides, filmstrips, and film; how to use lesson plans and conduct a lesson; and how to conduct public relations for an ICT program.

Beginning with Chapter 6, each chapter has objectives based on what each student should be able to do after a group discussion is completed. Each chapter includes information on which discussion can be based. The 53 transparencies are keyed for use with specific chapters. Subjects covered are an introduction to occupational safety, safety, career guidance, job application and resignations, job attitudes and relations, personal traits, money and banking, the role of the consumer, school relations, civic responsibilities, and the future of the student.

This manual has been computer tested and verified that reading level is 10th grade.

STATE
SUBMITTING
ABSTRACT

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Address	Division of Extension The University of Texas at Austin
	Austin, Texas 78712 Phone AC/512/471-1041; 471-1975

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 196

TITLE OF MATERIALS Handbook for Industrial Cooperative Training Sponsors

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Troy Notgrass

HANDBOOK FOR
INDUSTRIAL COOPERATIVE
TRAINING SPONSORS

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
21 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other Training Sponsors

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☒ Other

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Division of Extension
The University of Texas at Austin
Austin, Texas 78712
512/471-1041; 471-1975

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

HANDBOOK FOR INDUSTRIAL COOPERATIVE TRAINING SPONSORS, 1st edition, 1973; 21 pp.

Although this booklet is primarily for informing employers of their training duties, it can also be helpful in getting them to participate in an ICT program. The publication describes briefly what industrial cooperative training is, why it is needed, what it does for the community, what students train to be, and what the curriculum includes. Responsibilities of the sponsoring employer and of the coordinator are outlined. Brief one-page summaries tell how students can be trained on the job, what the five steps of teaching are, what students should be taught, and how students should be supervised. Examples of records kept on each student are given. A special feature of the booklet is a certificate of appreciation to the training sponsor, printed on parchment paper which can be easily removed for framing. The booklet is presented by the coordinator, and is intended for the training sponsor to keep .

STATE
SUBMITTING
ABSTRACT

Name of State	Texas
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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

OKLAHOMA
COOPERATIVE VOCATIONAL
EDUCATION

iculum Material

IL 000 197

TITLE OF MATERIALS
COOPERATIVE VOCATIONAL EDUCATION

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 560 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The major goals of Cooperative Vocational Education Curriculum are to aid the student in:

1. Developing the knowledge and skills that will facilitate his work, and
2. Preparing himself for entry level employment in a variety of jobs

This curriculum is designed to instruct the student in the personal qualities and job competencies necessary for employment and upgrading. This manual includes seven areas with twenty-one units. The seven areas are:

1. Orientation
2. Employment
3. Personal Development
4. Employee Relations
5. Communications
6. Financial Management
7. Insurance

Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, visual aids, a test, and answers to the test.

STATE
SUBMITTING
ABSTRACT

Name of State
Oklahoma

Agency
State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

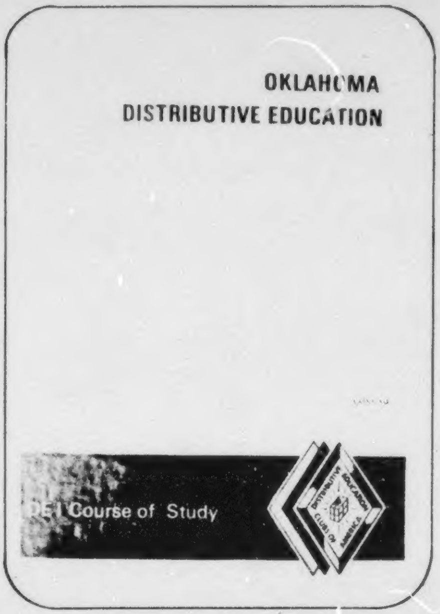
Address
1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 198


OKLAHOMA
DISTRIBUTIVE EDUCATION

DE I Course of Study

TITLE OF MATERIALS DISTRIBUTIVE EDUCATION I—COURSE OF STUDY

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-Technical Education, Curriculum and Instructional Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 630 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The major goals of this publication are to aid the student in gaining knowledge in the fields of marketing and distribution management, and the development of skills that will facilitate his ability to perform the job effectively.

Specifically, this curriculum is designed to instruct students in the qualities and competencies necessary for success in management. This course of study includes nine areas. They are:

1. Orientation
2. Importance of Distribution
3. Careers
4. Personal Development
5. Human Relations
6. Job Skills
7. Employment
8. Financial Management
9. Business Math

There are approximately three units of basic instructional material provided for in this manual. The remaining six are left to the discretion of the individual DE teacher-coordinator.

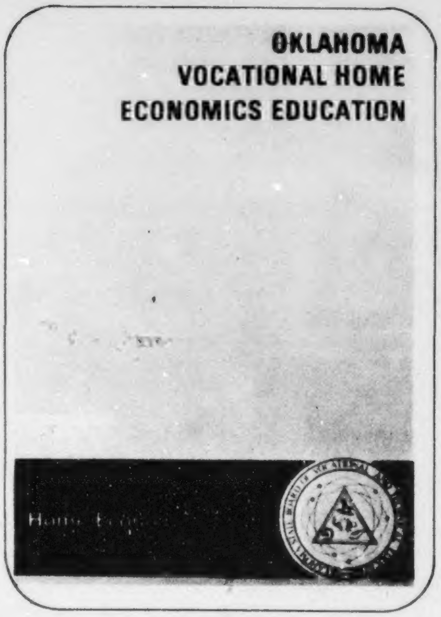
Within the nine areas are twenty-five units. Each instructional unit includes behavioral objectives, suggested activities for the DE teacher-coordinator and students, information sheets, assignment sheets, visual aids, a test, and answers to the test.

STATE
SUBMITTING
ABSTRACT

Name of State	Oklahoma
Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
Address	1515 W. 6th Street Stillwater, Oklahoma 74074
Phone AC/	(405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



OKLAHOMA
VOCATIONAL HOME
ECONOMICS EDUCATION

IL 000 199

TITLE OF MATERIALS HOME ECONOMICS I--BASIC CORE

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 869 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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By whom: Coordinator, Curriculum and Instructional Materials Center

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☐ Other Explain

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Eight areas of instruction have been included in this publication to provide a basic core of learning for students in three interrelated levels of homemaking. The material is designed for the following reasons:

1. To provide education for homemaking and family life
2. To provide education for employment in occupations involving home economics.
3. To provide directions for professional education

The eight areas of instruction include: Career Exploration, Child Development, Clothing and Textiles, Consumer Education, Food and Nutrition, Health, Housing and Home Furnishings, Personal and Family Relations. Each of these areas of instruction consist of one or more units of instruction. Each unit includes behavioral objectives, suggested activities for teacher and students, information sheets, assignment sheets, job sheets, visual aids, a test, and answers to the test.

STATE
SUBMITTING
ABSTRACT

Name of State
Oklahoma

Agency
State Department of Vocational and Technical Education
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Address
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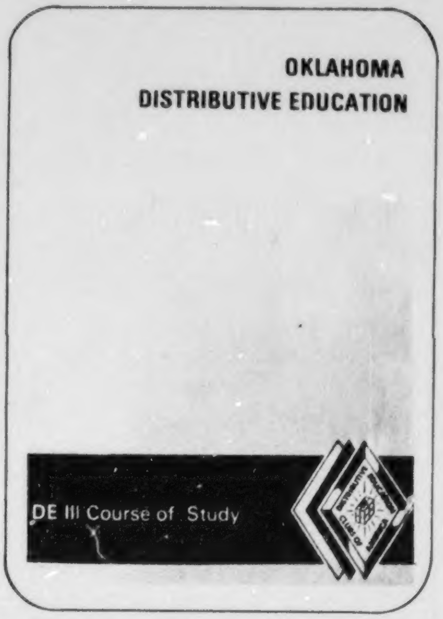
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
DISTRIBUTIVE EDUCATION

DE III Course of Study

IL 000 200

TITLE OF MATERIALS
DISTRIBUTIVE EDUCATION III—A COURSE OF STUDY

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-Technical Education, Curriculum and Instructional Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 791 Pages

☐ Video Tape ___Minutes ___B & W ___Color ___Size

☐ Film ___Minutes ___B & W ___Color ___Size

☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Opportunities for advancement for the trained employee are available for the qualified person because of the high demand for employees in marketing and distribution management. This course is an attempt to meet this need at the twelfth grade level. This curriculum is designed to instruct students in the qualities and competencies necessary for success in management.

This course of study includes nine areas with twenty-two units of instruction. The nine areas are:

1. Introduction to Business Management
2. Marketing Research
3. Problems of Selecting Site Locations and Layout
4. Financial Requirements of a Business
5. Purchasing and Merchandise Management
6. Internal Business Organization
7. Problems in Sales Promotion
8. Sales Management
9. Marketing Innovations

Each of the twenty-two units of instruction include behavioral objectives, suggested activities for DE teacher-coordinator and students, information sheets, assignment sheets, visual aids, a test, and answers to the test.

STATE
SUBMITTING
ABSTRACT

Name of State Oklahoma

Agency State Department of Vocational and Technical Education
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Address 1515 W. 6th Street
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Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

OKLAHOMA
BUSINESS AND OFFICE
EDUCATION

IL 000 201

TITLE OF MATERIALS COOPERATIVE OFFICE EDUCATION—A COURSE OF STUDY

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

Basic Core Curriculum

FUTURE BUSINESS LEADERS AMERICA

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	807 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A high demand for employees in the business and office occupations has developed in the state of Oklahoma. Cooperative Office Education was set forth to meet these needs by providing the students with aids necessary for:

1. Developing the knowledge and skills that will facilitate his work in the office, and
2. Preparing him for entry level employment in a variety of jobs

This curriculum is designed to instruct the student in the personal qualities and job competencies necessary for employment as an office worker. Cooperative Office Education is divided into seven areas consisting of one or more units. The seven areas are:

1. Awareness to the World of Work
2. Career Decisions
3. Personal Development
4. Business Behavior
5. Communications
6. Money Management
7. Leadership

Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, visual aids, a test, and answers to the test.

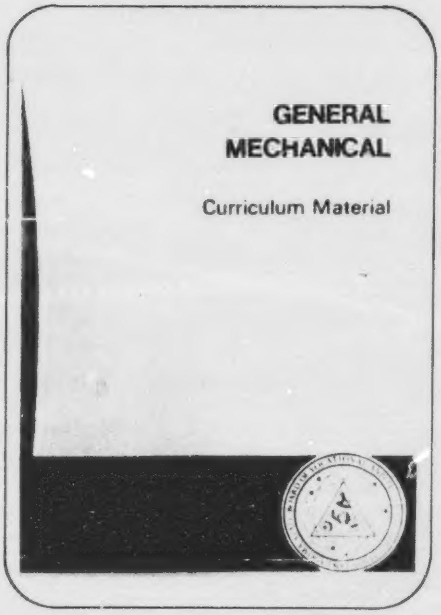
STATE
SUBMITTING
ABSTRACT

Name of State	Oklahoma
Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
Address	1515 W. 6th Street Stillwater, Oklahoma 74074
	Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 202



TITLE OF MATERIALS GENERAL MECHANICAL TRADES

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	419 Pages	____Minutes	____Minutes	____Color
		____B & W	____B & W	____B & W
		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

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State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

General Mechanical Trades Curriculum material was developed to prepare students for employment in the construction trades clusters.

This curriculum is one of six programs in career education. It is a part of the Coordinated Vocational Education and Training (CVET) for Disadvantaged and Handicapped Youth Program. It was designed by the State Department of Vocational and Technical Education for in-school youths possessing academic, socio-economic, or other handicaps to such an extent as to prevent them from succeeding in traditional educational situations.

The objectives of the program are:

1. To provide students with vocational education, preparing them for gainful employment in jobs requiring semi-skilled knowledge and training, or through preparation in this program, prepare these students to enter regular high school or area vocational school programs.
2. To provide students with related curriculum that departs from traditional methods of teaching at a level where they can succeed.

The General Mechanical Trades Curriculum includes six areas of instruction. These areas are:

Section A - Safety--Tools
Section B - Measuring--Blueprint
Section C - Gas Welding
Section D - Arc Welding
Section E - Small Engines
Section F - Metal Work

Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheet, assignment sheets, job sheets, visual aids, test, and answers to the test. Units are planned for more than one lesson or class period of instruction.

STATE
SUBMITTING
ABSTRACT

Name of State Oklahoma

Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
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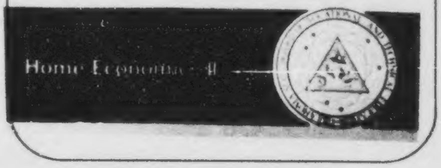
Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

OKLAHOMA VOCATIONAL HOME ECONOMICS EDUCATION

IL 000 203



TITLE OF MATERIALS HOME ECONOMICS II--BASIC CORE

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 712 Pages
☐ Video Tape ____Minutes ____B & W ____Color ____Size
☐ Film ____Minutes ____B & W ____Color ____Size
☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

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Other comment:

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Explain

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TO ORDER, PLEASE CONTACT:

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1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication is designed to provide a basic core of instruction in home economics, consumer, and homemaking education at the Home Economics II level. It includes basic knowledge and skills in the areas of Child Development, Clothing & Textiles, Consumer Education, Foods & Nutrition, Housing and Home Furnishings, Personal & Family Relations, and Career Exploration needed for 10th grade home economics students. These build upon the basic materials included in the Home Economics I Curriculum.

The Home Economics II Curriculum includes 7 areas. Each area consists of one or more units of instruction. Each instructional unit includes behavioral objectives (terminal and specific), suggested activities for teacher and student, information sheets, assignment sheets (transparency masters), job sheets, visual aids, and a test and answers to the test.

The material in this publication is designed to cover only 60 percent of the class time. To cover the additional time in each area, the individual instructor will need to supplement with materials which she feels necessary to meet the individual needs of students and community.

STATE
SUBMITTING
ABSTRACT

Name of State Oklahoma

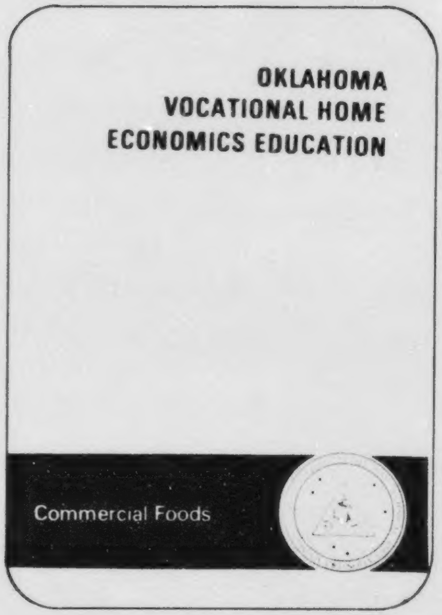
Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
VOCATIONAL HOME
ECONOMICS EDUCATION

Commercial Foods

IL 000 204

TITLE OF MATERIALS

COMMERCIAL FOODS--PRODUCTION AND MANAGEMENT

Date developed and/or revised: 1971

NAME OF DEVELOPER(S)

Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 579 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x)Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 12.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number ED 067 490/ VT 014 820

☐ Other Explain

TO ORDER, PLEASE CONTACT:

State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Commercial Foods--Production and Management is a curriculum planned to aid the student in developing the knowledge and skills that will facilitate his work in the food production laboratory and prepare him for entry level employment in a variety of jobs. The material is designed for independent activities with a minimum amount of teacher participation. This allows the teacher freedom to make the best use of classroom teaching time and the time necessary for proper supervision of food production activities.

Nine areas of instruction are included. They are:

1. Employment in the Food Service Industry
2. Human Relations
3. Sanitation in Food Service
4. Safety
5. Serving the Public
6. Use and Care of Equipment
7. Menu Planning and Cost Control
8. Recipe Use and Costing
9. Cakes

Each area consists of one or more units of instruction. Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, assignment sheets, job sheets, visual aids, a test, and answers to the test.

STATE
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ABSTRACT

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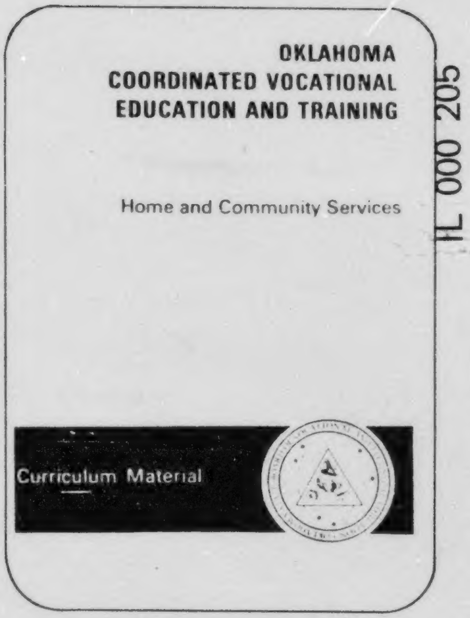
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



OKLAHOMA
COORDINATED VOCATIONAL
EDUCATION AND TRAINING

Home and Community Services

Curriculum Material

IL 000 205

TITLE OF MATERIALS HOME & COMMUNITY SERVICES

Date developed and/or revised: Revised 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 728 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

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Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
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The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Home & Community Services Curriculum includes 5 areas: Child Care Services, Clothing Services, Food Services, Consumer Education, and Household Maintenance. Each area consists of one or more units of instruction. Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, assignment sheets (transparency masters), job sheets, visual aids, a test and answers to the test. Units are planned for more than one lesson or class period of instruction.

The Home & Community Services Curriculum is a part of the total program for Coordinated Vocational Education Training (CVET) for disadvantaged and handicapped youths. It is the State Department of Vocational and Technical Education's program unique to students with special learning needs. It is intended for in-school youth possessing academic, socio-economic, or other handicaps to such an extent as to prevent them from succeeding in traditional educational endeavors. The program includes a combination of vocational and modified related instruction that provides the educational opportunities of acquiring a saleable vocational skill while also acquiring basic knowledge of the related fields of math, science, English, and social studies. This approach enables students enrolled to reach maximum personal development, including employment potential, within their ability in the shortest possible time. This program will be most beneficial is supported by a specialized guidance and counseling program for these students, including psychological and occupational aptitude testing.

STATE
SUBMITTING
ABSTRACT

Name of State Oklahoma

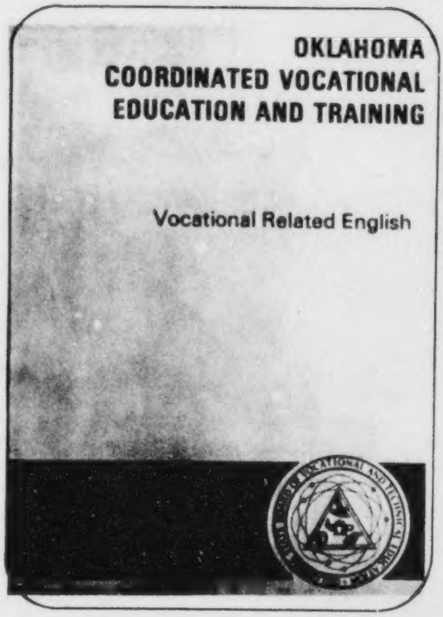
Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
COORDINATED VOCATIONAL
EDUCATION AND TRAINING

Vocational Related English

IL 000 206

TITLE OF MATERIALS: VOCATIONAL RELATED ENGLISH

Date developed and/or revised: 1972

NAME OF DEVELOPER(S):
Oklahoma State Department of Vocational-Technical Education, Curriculum and Instructional Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	774 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Vocational Related English Curriculum is a part of the total program for Coordinated Vocational Education Training (CVET) for disadvantaged and handicapped youths. It is the State Department of Vocational and Technical Education's program unique to students with special learning needs. It is intended for in-school youth possessing academic, socio-economic, or other handicaps to such an extent as to prevent them from succeeding in traditional educational endeavors. The curriculum was originally planned for the ninth and tenth grades, however, the content affords such flexibility that it may be appropriate for grades six through the adult level, based on student need.

Vocational Related English is one of six sections, each subdivided in from one to fourteen units. The six sections are: General Vocational, Capitalization, Punctuation, Parts of Speech, The Sentence, Usage, and Appendix(Student self-evaluation). Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, assignment sheets, job sheets, visual aids, a test, and answers to the test.

Awareness of the world of work, work attitudes, employment skills such as how to find a job, and how to obtain a Social Security card are included in this program. These career emphasis materials are also to be found in the Math and Social Studies manuals.

STATE
SUBMITTING
ABSTRACT

Name of State
Oklahoma

Agency
State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address
1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

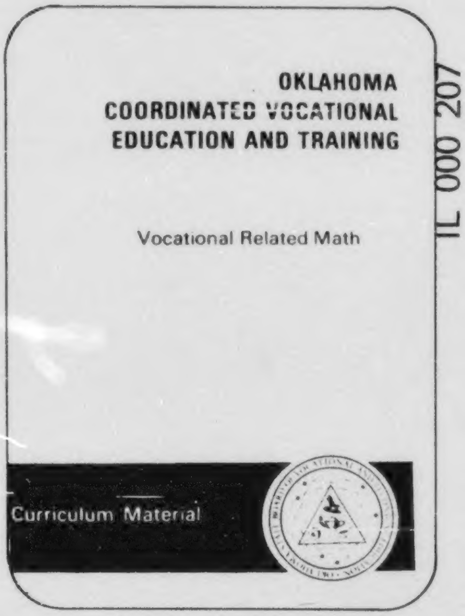
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

VOCATIONAL RELATED MATH

Date developed and/or revised: 1972



OKLAHOMA
COORDINATED VOCATIONAL
EDUCATION AND TRAINING

Vocational Related Math

Curriculum Material

IL 000 207

NAME OF DEVELOPER(S)

Oklahoma State Department of Vocational-Technical Education, Curriculum and Instructional Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 855 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Vocational Related Math is one of six programs in Career Education designed for disadvantaged and handicapped youths. Related fields of study are General Construction Trades, General Mechanics, Home & Community Services, English, and Social Studies.

The Vocational Related Math Curriculum includes seven areas of instruction. These are: Measurement, Whole Numbers, Fractions, Decimals, Percent, Consumer Education, and Geometry.

This curriculum represents part of the effort of the State Department of Vocational and Technical Education to provide learning experiences to meet the needs of those students who find it difficult to succeed in the traditional classroom situation. The curriculum was originally designed for the ninth and tenth grades, however, the content affords such flexibility that it may be appropriate for grades six through the adult level, based on student need.

Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, assignment sheets, job sheets, visual aids, tests, and answers to the test. Units are planned for more than one lesson or class period of instruction.

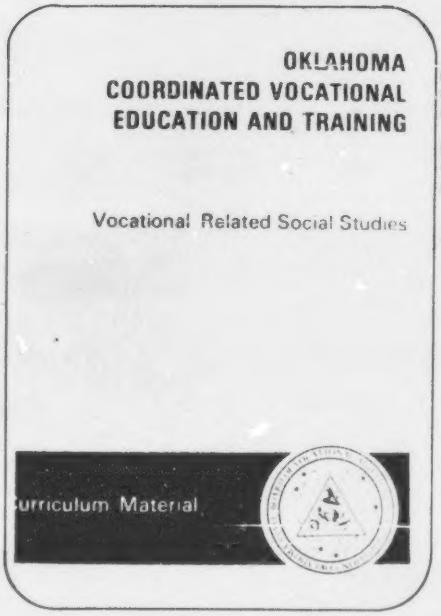
Awareness of the world of work, work attitudes, employment skills such as how to find a job, and how to obtain a Social Security card are included in this program.

STATE
SUBMITTING
ABSTRACT

Name of State	Oklahoma
Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
Address	1515 W. 6th Street Stillwater, Oklahoma 74074
	Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
COORDINATED VOCATIONAL
EDUCATION AND TRAINING

Vocational Related Social Studies

Curriculum Material

IL 000 208

TITLE OF MATERIALS
VOCATIONAL RELATED SOCIAL STUDIES
Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
541 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Abstract Prepared in 1974

DESCRIPTOR:

The Vocational Related Social Studies Curriculum grew out of the State Department of Vocational and Technical Education's effort to provide a program unique to students with special learning needs. It is a part of the total program for Coordinated Vocational Education Training (CVET) for disadvantaged and handicapped youths.

Units of instruction have been developed in the following areas relative to the state of Oklahoma:

Section (A) General Vocational
- Know Yourself
- Developing Your Personality
- Basic Dress - Grooming
- Career Exploration
- Filling Out an Application
- Getting Along on the Job
- Salary and Deductions
- Budgeting
- Buy Now, Pay Later
- Using a Checking Account

Section (B) Government
- Local Government
- Law Enforcement
- Voting
- Stars and Stripes
- Oklahoma National Guard

Section (C) Social Studies
- Buffalo Soldiers
- Newspaper
- Reading a Road Map
- Planning a Trip
- Rivers, Lakes, Parks, and Mountain Ranges of Oklahoma
- Wise Use of Leisure Time

Section (D) Industry in Oklahoma
- Our Forests, Past and Present
- Forest Industry
- Oil in Oklahoma
- Cattle Industry
- Farm Crops
- Basic Electricity and Electrical Safety
- The Electric Industry
- Kerr-McClellan Navigation System
- Local Industry

Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, assignment sheets, job sheets, visual aids, a test, and answers to the test. Units are planned for more than one lesson or class period of instruction.

This program is intended for in-school youths possessing academic, socio-economic, or other handicaps to such an extent as to prevent them from succeeding in traditional educational endeavors.

STATE SUBMITTING ABSTRACT

Name of State
Oklahoma

Agency
State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address
1515 W. 6th Street
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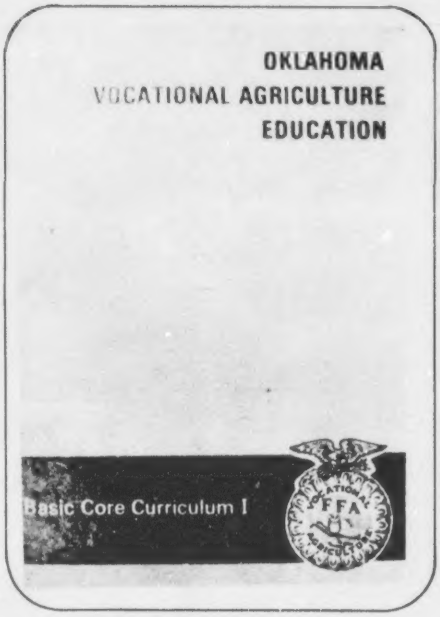
Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
VOCATIONAL AGRICULTURE
EDUCATION

Basic Core Curriculum I

IL 000 209

TITLE OF MATERIALS
BASIC CORE CURRICULUM
VOCATIONAL AGRICULTURE I

Date developed and/or revised: Revised 1974

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	524 Pages (1971)	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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PROVISIONS FOR ACQUIRING MATERIALS:
☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $ ____) ☐ Free ☐ ERIC Number
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TO ORDER, PLEASE CONTACT:
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The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package, including 17 units of instruction, designed to cover 60 percent of an agriculture teacher's time in teaching basic information in the following areas: Orientation and Careers, Leadership, Supervised Farm Training, Animal Science, Plant and Soil Science, and Agricultural Mechanics.

Units in the various areas include:

A. Orientation and Careers
    1. Orientation to Vocational Agriculture
    2. Careers in Agriculture
B. Leadership
    1. Introduction to Future Farmers of America
    2. Duties and Responsibilities of FFA Members
    3. Parliamentary Procedure and Public Speaking
C. Animal Science
    1. The Livestock Industry
    2. Breeds Of Livestock
    3. Livestock Selection
    4. Livestock Feeding
D. Plant and Soil Science
    1. Introduction to Plant and Soil Science
E. Agriculture Mechanics
    1. Orientation, Organization, and Safety
    2. Introduction to Arc Welding
    3. Metal Work
    4. Introduction to Gas Cutting
    5. Proper Use of the Cutting Torch and Cutting Flat Plate
    6. Wood Fasteners
    7. Farm Safety

STATE
SUBMITTING
ABSTRACT

Name of State
Oklahoma

Agency
State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address
1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 210

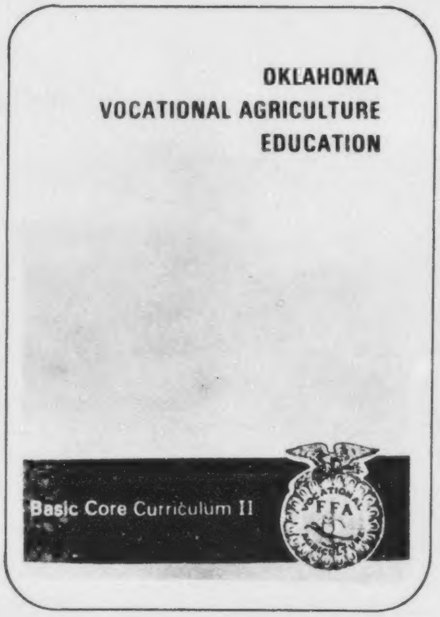
TITLE OF MATERIALS

BASIC CORE CURRICULUM
VOCATIONAL AGRICULTURE II

Date developed and/or revised: Developed 1971

NAME OF DEVELOPER(S)

Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma


OKLAHOMA
VOCATIONAL AGRICULTURE
EDUCATION

Basic Core Curriculum II

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	714 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-reference evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package, including 26 units, designed to cover 60 percent of an agriculture teacher's time in teaching basic information in the following areas: Agricultural Chemicals, Leadership, Supervised Farm Training, Plant and Soil Science, Animal Science, and Agricultural Mechanics.

Units in the various areas include:

A. Agricultural Chemicals
    1. Agricultural Chemicals
B. Leadership
    1. Future Farmers of America
    2. Becoming a Good Leader
C. Supervised Farm Training
    1. Analysis and Evaluation of the Supervised Farm Training Program
    2. Farm Credit
D. Plant and Soil Science
    1. Elementary Study of Soils
    2. Soil Conservation Practices
    3. Plant Growth and Reproduction
    4. Seed Selection
    5. Land Preparation
    6. Chemical Weed Control
    7. Plant Insect Control
    8. Plant Diseases
    9. Landscaping
E. Animal Science
    1. Animal Nutrition
    2. Composition and Classification of Feeds
    3. Animal Digestion
    4. Maintaining Animal Health
    5. Diseases
    6. Parasites
F. Agricultural Mechanics
    1. Blueprint Reading
    2. Position Welding
    3. Oxyacetylene Fusion Welding
    4. Oxyacetylene Brazing
    5. Figuring Bills of Materials
    6. Introduction to Plumbing

STATE SUBMITTING ABSTRACT

Name of State Oklahoma

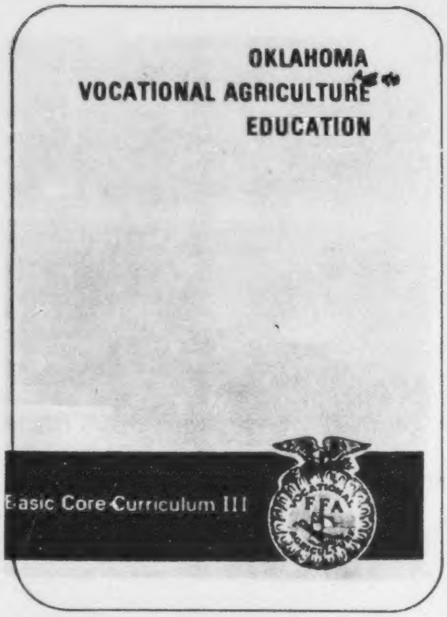
Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



OKLAHOMA
VOCATIONAL AGRICULTURE
EDUCATION

Basic Core Curriculum III

IL 000 211

TITLE OF MATERIALS BASIC CORE CURRICULUM
VOCATIONAL AGRICULTURE III

Date developed and/or revised: Developed 1972

NAME OF DEVELOPER(S) Oklahoma State Department of Vocational-Technical Education, Curriculum and Instructional Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 984 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

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Explain

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☐ Other Explain

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1515 W. 6th Street
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Abstract Prepared in 1974

DESCRIPTOR:

Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package,including 28 units, designed to cover 60 percent of an agriculture teacher's time in teaching basic information in the following areas: Plant and Soil Science, Animal Science, Supervised Farm Training, Farm Business Management, Leadership, Career Selection, and Agricultural Mechanics.

Units in the various areas include:

A. Plant and Soil Science
  1. Marketing Crops
  2. Fertilizers
  3. Improving Native Rangeland
  4. Establishing and Improving Tame Pastures

B. Animal Science
  1. Reproductive Organs of Farm Animals
  2. Collecting and Examining Semen
  3. Artificial Insemination
  4. Fertility and Pregnancy Testing
  5. Market Goods and Classes of Livestock
  6. Marketing Livestock and Market Agencies
  7. Livestock Price Trends and Cycles
  8. Selecting and Breeding Livestock

C. Supervised Farm Training and Farm Business Management
  1. Analysis and Evaluation of Supervised Farm Training Program
  2. Acquisition of Farm Land
  3. Budgeting

D. Leadership
  1. Importance of Public Speaking
  2. Developing and Delivering a Speech

E. Career Selection
  1. Career Selection
  2. Human Relations

F. Agriculture Mechanics
  1. Fundamentals of Electricity
  2. Electrical Safety
  3. Electrical Wiring Practices
  4. Planning the Wiring Layout
  5. Electric Motors
  6. Using the Farm Level
  7. Brush Painting
  8. Engine Operation
  9. Servicing Small Engines

STATE
SUBMITTING
ABSTRACT

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Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
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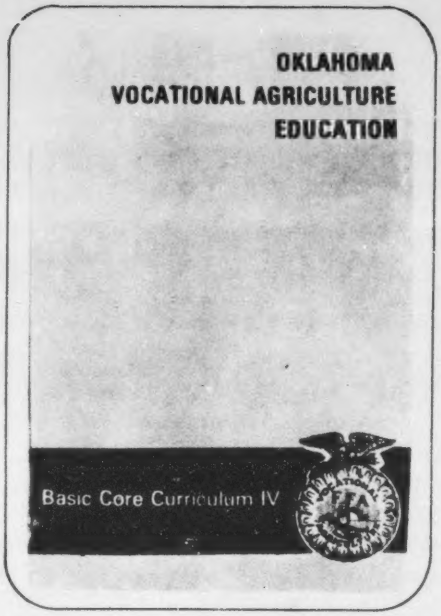
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
VOCATIONAL AGRICULTURE
EDUCATION

Basic Core Curriculum IV

IL 000 212

TITLE OF MATERIALS

BASIC CORE CURRICULUM
VOCATIONAL AGRICULTURE IV

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	842 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package, including 27 units, designed to cover 60 percent of an agriculture teacher's time in teaching basic information in the following areas: Supervised Training Programs and Farm Business Management, Leadership and Careers, Plant and Soil Science, and Agricultural Mechanics.

Units in the various areas include:

A. Supervised Training Programs and Farm Business Management
    1. Farm Records - Farm Inventories
    2. Farm Records - Net Worth Statement
    3. Financing the Farm Business Sources of Credit
    4. Insurance
    5. Tax Management
    6. Machinery and Equipment Management
    7. Machinery and Equipment Management - Custom Versus Ownership
    8. Analysis and Evaluation of Supervised Farm Training Program

B. Leadership and Careers
    1. Developing the FFA Program of Activities
    2. Young Farmer Association of Oklahoma
    3. Selecting a Career

C. Plant and Soil Science
    1. Land Judging
    2. Soil Sampling
    3. Soil Survey Reports and Legal Land Descriptions
    4. Soil Conservation Service and Conservation Districts
    5. Agricultural Stabilization and Conservation Service

D. Agricultural Mechanics
    1. Building Farm Fences
    2. Rafter Framing
    3. Farm Utility Buildings
    4. Servicing the Tractor - Air Supply System in Cooling System
    5. Servicing Wheel Bearings
    6. Battery Service
    7. Lubrication System
    8. Fuel Systems
    9. Spray Painting

STATE
SUBMITTING
ABSTRACT

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Agency
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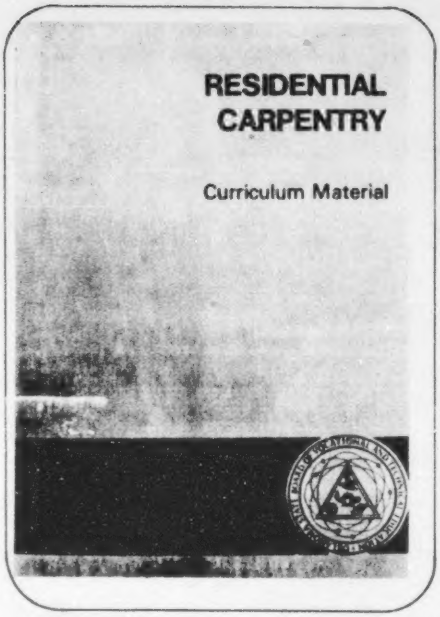
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



RESIDENTIAL CARPENTRY

Curriculum Material

IL 000 213

TITLE OF MATERIALS

RESIDENTIAL CARPENTRY

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	1030 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

With the help of the Associated General Contractors of America, an analysis of the residential construction industry was made. An advisory committee consisting of representatives from education, labor, and management met and determined the modules and units of instruction that should be included in a manual on residential construction. This same advisory committee reviewed the entire manual, unit by unit, and approved the material as being current and relevant to residential construction.

Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package including 27 units of instruction, such as: Safety and Orientation, Leadership, Applying for a Job, Tools and Related Information, Site Selection - Preparation and Layout, Forming, Framing, Exterior Finish, and Interior Finish. Progress charts with suggested accuracy levels for each performance skill outlined in the job sheets are provided for the teacher and students to record acceptable performance.

STATE
SUBMITTING
ABSTRACT

Name of State
Oklahoma

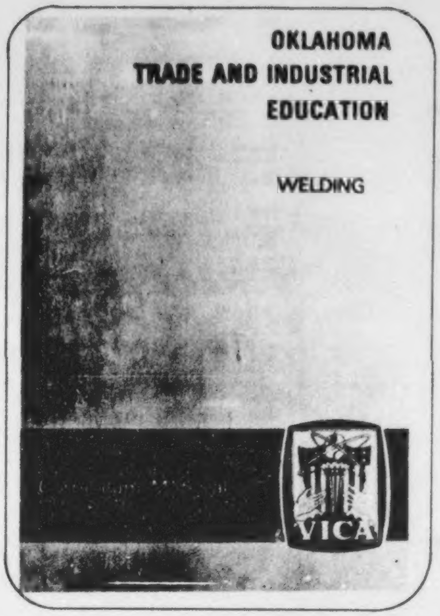
Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
TRADE AND INDUSTRIAL
EDUCATION

WELDING

VICA

IL 000 214

TITLE OF MATERIALS WELDING

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 800 Pages

☐ Video Tape ___Minutes ___B & W ___Color ___Size

☐ Film ___Minutes ___B & W ___Color ___Size

☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

With the help of experienced teachers, state department staff, and teacher educators, an analysis of the welding profession was made. From this analysis, guidelines and methods of presenting a curriculum for instruction in welding was outlined. This same advisory committee reviewed the entire manual, unit by unit, and approved the material as being current and relevant to the welding industry.

Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package, including 17 units of instruction, such as: Introduction and Safety, Related Information, Blueprint, Oxyacetylene Welding, Arc Welding, and Inert Gas Welding.

STATE SUBMITTING ABSTRACT

Name of State	Oklahoma
Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
Address	1515 W. 6th Street Stillwater, Oklahoma 74074
	Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

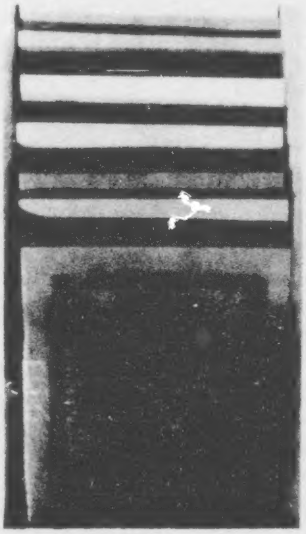
MATERIALS ABSTRACT

IL 000 215

TITLE OF MATERIALS: The 1973 Information Analysis Series (28 titles)

Date developed and/or revised: 1973

NAME OF DEVELOPER(S): The Center for Vocational and Technical Education
The Ohio State University



TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 35 Pages (average per book)

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

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By whom:

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COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 56.00 (entire series)) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

Career Education set (18 books)	$36.00
Vocational Education set (10 books)	20.00

TO ORDER, PLEASE CONTACT:

Product Utilization Section
The Center for Vocational and Technical Education
1960 Kenny Road
Columbus, Ohio 43210

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The 1973 Information Analysis Series, made up of 28 publications relating to vocational, technical, practical arts, and career education, has been developed to provide an efficient way to keep educational practitioners abreast of current research findings. Original reports of research are often not readily available to teachers, teacher educators and researchers. Individual searches to uncover new information are difficult and time consuming. Many educational practitioners prefer reading interpretations of research to perusing the detailed original. As the information base in vocational and career education continues to increase in size it becomes desireable to review, translate, and interpret the information for users. This process is known as information analysis. These documents cover a broad scope from basic skills to recent concepts, attitudes, and theories in vocational, technical, and career education.

Eighteen of the books deal with career education and the remaining ten with vocational education. The latter include program planning and evaluation, instructional content, social concepts, practical arts and teacher education. In the two months they have been available for purchase, over 4400 of the books have been put into the hands of users.

STATE
SUBMITTING
ABSTRACT

Name of State
The Ohio State University

Agency
The Center for Vocational and Technical Education

Address
1960 Kenny Road

Columbus, Ohio 43210 Phone AC/ 614/486-3655

IL 000 216

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

[illegible] Outline for Child Care Occupations

Date developed and/or revised: [illegible]

NAME OF DEVELOPER(S)

Carolyn [illegible]
Teacher, Consumer and Family Studies
San Diego Unified School District

[illegible] Colleen Steck
Teacher, Consumer and Family Studies
San Diego Unified School District

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 75 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

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☐ Purchase (Unit cost $ [illegible]) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT: [illegible]

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Abstract Prepared in 1974

DESCRIPTOR:

This outline was developed to assist beginning teachers of this specific occupational course. A needs assessment was made by graduate students of San Diego State University and by interested teachers of Child Development programs. The materials were developed by home economics teachers having a strong background in child development. A Child Care Occupations Advisory Committee consisting of leaders in child development reviewed materials and made recommendations. A professor of teacher education served as project consultant. All materials have been tested prior, during and since their publication in 1971. Advisory committee members who employ graduates of the program have attested to the success of the training program.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 217

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

"Project CAREER in Motion"

Date developed and/or revised: June 27, 1973

NAME OF DEVELOPER(S)

Dr. Charles H. Buzzell
Associate Commissioner
Division of Occupational Education

Vincent P. Lamo
Director
Project CAREER

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	____ Color
Microfiche		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Vincent P. Lamo

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes ( ) No

Explain

Pending

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Project CEDIS
117 Perry Street
Lowell, Massachusetts

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

"Project CAREER in Motion" is the most recent occasional paper which describes the objectives and activities involved in all components of this research and development grant. The primary focus is on the data development process itself and the process product, the Project CAREER eight-part performance objective, generated from a task analysis, validated by industry, coded for attainability by students with special needs, and appended with instructional information. The second half of the document details the pilot implementation procedures. Included is information relative to the Secondary, Guidance, and Handicapped Components as well as sample products of the data development process.

STATE
SUBMITTING
ABSTRACT

Name of State	Massachusetts
Agency	Division of Occupational Education - Project CAREER
Address	301 North Main Street Randolph, Massachusetts 02368
	Phone AC/

IL 000 218

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

COURSE OF STUDY FOR CAREERS IN
AIR TRANSPORTATION OCCUPATIONS

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Richard E. Medenwald, Instructor

Jesse D. Morphew, Consultant, Career Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	53 Pages	___ Minutes	___ Minutes	___ Color
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		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Richard E. Medenwald, Instructor, Air Transportation Occupations Program
San Diego City Schools

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Dwight V. Lee, Supervisor
Materials Development
San Diego City Schools
4100 Normal Street - Room 2004
San Diego, CA 92103

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course and materials were developed in cooperation with the air transportation industry to train students for entry level jobs which were determined to be available to properly trained graduates.

The entry level needs of the industry were determined by a job market analysis and by contacting both commercial and fixed base aviation businesses in San Diego county.

A citizens advisory committee representing the air transportation industry was organized to assist this school district in developing the materials to be included in the course of study. The original course outline has been modified and expanded into its present format.

This program has been in operation and field tested during the past three years with approximately 250 students having enrolled in the program to date. The program has been determined to be highly successful as evidenced by the entry level job placements for graduating students as well as the number of students who have continued their education in this field after graduation.

COURSE DESCRIPTION

This 360 hours training program offers students (high school seniors as well as out-of-school adults) learning experiences in airline operations enabling them to become employable in entry level positions such as ticket agent, passenger service agent, cashier, ground hostess, receptionist, reservationist, and flight attendant. The program combines classroom study with on-the-job experience which is conducted in cooperation with commercial airlines and general aviation operations. Students who have completed the course are prepared for entry level employment with the airlines or related fields.

Class instruction includes aviation history, theory of aeronautics, and science of meterology. Students are also instructed in the economics and management of commercial airlines and fixed base operations and participate in the formation of a typical airline corporation proposal.

STATE SUBMITTING ABSTRACT

Name of State: CALIFORNIA

Agency: SAN DIEGO UNIFIED SCHOOL DISTRICT

Address: 4100 Normal Street

San Diego, Ca. Phone AC/ 298-4681

IL 000 219

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

MAJOR APPLIANCE REPAIR

Date developed and/or revised:

NAME OF DEVELOPER(S)

Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, California 90501

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☒ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___X Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio (X)Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

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TO ORDER, PLEASE CONTACT:

Hoffman Occupational Learning Systems
4423 Arden Drive
El Monte, California 91734

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course is designed to provide a trainee with skills and knowledge required for entry-level capability in Major Appliance Repair. The course is composed of individual instructional Modules, each covering a specific skill area. The modules are grouped into subject-area Clusters that allow the instructor to tailor the course to fit individual training objectives.

Electrical Fundamentals:

A. Basic Electrical Theory & Terminology
B. Voltage, Current and Resistance
C. Direct Current
D. Electrical Symbols
E. Simple Circuits
F. Alternating Current
G. Inductance
H. Capacitance
I. Phase Relation and Power Factor
J. Meters
K. Electrical Testing

Business Procedures: Service Area:

A. Responsibilities of Serviceman
B. Customer Relations
C. Business Ethics and Company Policy
D. Maintenance Agreements
E. Service Records
F. Use of the Microfilm Reader
G. Service Truck Records
H. Service Truck Maintenance
I. Service Truck Inventory Control

Major Appliance Repair: Plumbing:

A. Plumbing Materials
B. Pipe Threading and Cutting
C. Copper Plumbing
D. Welding & Brazing Copper Plumbing
E. Welding & Brazing Copper Plumbing

Trouble Shooting Diagnosis Gas & Electric:

A. Troubleshooting Diagnosis - Gas
B. Troubleshooting Diagnosis - Electric

Appliances Operation

A. Water Heater Operation
B. Garbage Disposal Operation
C. Wall Heater Operation
D. Furnace Operation
E. Diswasher Operation
F. Washer Operation
G. Dryer Operation
H. Stove Operation
I. Oven Operation

Air Conditioning:

A. Air Conditioning Fundamentals
B. Air Conditioner Operation

Refrigeration:

A. Refrigerator Operation
B. Refrigeration Fundamentals
C. Refrigeration Tools & Meters
D. Refrigeration Testing
E. Welding & Brazing Copper Plumbing
F. Welding & Brazing Copper Plumbing

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 220

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

AUTOMOTIVE TRANSMISSION REPAIR

Date developed and/or revised:

NAME OF DEVELOPER(S)

Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, California 90501

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☐ Paper Bound
____ Pages

☐ Video Tape
____Minutes
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____Minutes
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____ Frames
Audio (x)Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

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PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Hoffman Occupational Learning Systems
4423 Arden Drive
El Monte, California 91734

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course is designed to provide a trainee with skills and knowledge required for entry-level capability in Automotive Transmission Repair. The course is composed of individual instructional Modules, each covering a specific skill area. The Modules are grouped into subject-area Clusters that allow the instructor to tailor the course to fit individual training objectives.

Hydraulic Principles

A. Hydraulic Applications
B. Hydraulic Applications
C. Theory of Power Conversion & Transmission
D. Power Conversion & Transmission Planetary Gears
E. Power Conversion & Transmission Fluid Coupling
F. Power Conversion & Transmission Torque Converters

How Transmissions Operate

A. Automatic Transmission Operation
B. Turbo Hydra-Matic Transmission Operation
C. Ford C-6 Operation
D. Ford C-4 Operation
E. Torqueflite Operation
F. Powerglide Operation
G. Hydraulic Control Systems
H. The Manual Transmission

Checking the Automotive Transmission

A. Fluid Level and Condition
B. Road Testing Automatic Transmissions
C. Engine Check
D. Leakage Check
E. The Stall Test

Servicing the Automotive Transmission

A. Linkage Adjustment
B. On-The-Car Service
C. On-The-Car Service
D. On-The-Car Service

Automotive Transmission Repair & Replace

A. Automatic Transmission Removal - General Procedures
B. Automatic Transmission Installation

Torqueflite Overhaul

A. Torqueflite Disassembly
B. Torqueflite Subassembly Overhaul, Part I
C. Torqueflite Subassembly Overhaul, Part II.
D. Reassembly of Torqueflite Transmission

Ford C-4 Transmission Overhaul

A. Ford C-4 Transmission Disassembly
B. Ford C-4 Subassembly Overhaul, Part I
C. Ford C-4 Subassembly Overhaul, Part II
D. Reassembly of Ford C-4 Transmission

Ford C-6 Overhaul

A. Ford C-6 Disassembly
B. Ford C-6 Subassembly Overhaul, Part I
C. Ford C-6 Subassembly Overhaul, Part II
D. Reassembly of Ford C-6 Transmission

Powerglide Overhaul

A. Powerglide Disassembly
B. Powerglide Subassembly Overhaul, Part I
C. Powerglide Subassembly Overhaul, Part II
D. Reassembly of Powerglide Transmission

Turbo-Hydramatic Overhaul

A. Turbo-Hydramatic Disassembly
B. Turbo-Hydramatic Subassembly Overhaul, Part I
C. Turbo-Hydramatic Subassembly Overhaul, Part II
D. Turbo-Hydramatic Subassembly Overhaul, Part III
E. Reassembly of Turbo-Hydramatic Transmission

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 221

TITLE OF MATERIALS

AUTOMOTIVE BODY REPAIR

Date developed and/or revised:

NAME OF DEVELOPER(S)

Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, California 90501

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☐ Paper Bound
____ Pages

☐ Video Tape
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____ Frames
Audio (X) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

If Yes, Please Fill Out This Section:

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Other comment:

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TO ORDER, PLEASE CONTACT:

Hoffman Occupational Learning Systems
4423 Arden Drive
El Monte, California 91734

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course is designed to provide a trainee with skills and knowledge required for entry-level capability in Automotive Body Repair. This course is composed of individual instructional Modules, each covering a specific skill area. This Modules are grouped into subject-area Clusters that allow the instructor to tailor the course to fit individual training objectives.

Basic Hand and Power Tools and Fasteners:

A. Basic Hand Tools
B. Basic Power Tools
C. Fasteners

Filing and Sanding:

A. Files and Filing
B. Abrasives
C. Power Sanders
D. Disc Sander Application
E. Orbital/Straight Line Sander Application

Welding, Cutting and Metal Shrinking:

A. Oxy-Acetylene Welding Set Up
B. O-A Welding Procedure
C. O-A Cutting
D. Metal Shrinking By Heat

Body Fillers:

A. Plastic Body Filler
B. Body Solder
C. Fiberglass Repair of Rusted Area

Automotive Glass and Trim:

A. Hardware & Trim
B. Stationary Glass Replacement - Rubber Channel
C. Stationary Glass Replacement - Adhesive Glass
D. Moveable Glass Replacement
E. Tailgate Glass Replacement

Auto Metal Correction and Repair:

A. Frame Construction
B. Frame Damage
C. Removal, Replacement and Alignment - Fender
D. Removal, Replacement and Alignment - Trunk
E. Removal, Replacement and Alignment - Hood
F. Quarter Panel Removal and Replacement
G. Seat Removal and Replacement

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

IL 000 222

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

AUTOMOTIVE BRAKES & FRONT END REPAIR

Date developed and/or revised:

NAME OF DEVELOPER(S)

Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, California 90501

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☐ Paper Bound
____ Pages

☐ Video Tape
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____ Size

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X Color
____ B & W
____ Frames
Audio (X) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 XX 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

If Yes, Please Fill Out This Section

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Hoffman Occupational Learning Systems
4423 Arden Drive
El Monte, California 91734

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course is designed to provide a trainee with skills and knowledge required for entry-level capability in Automotive Brakes & Front End Repair. The course is composed of individual instructional Modules, each covering a specific skill area. The Modules are grouped into subject-area Clusters that allow the instructors to tailor the course to fit individual training objectives.

Tools & Fundamentals Terminology:

A. Hydraulic Principles
B. Hydraulic Applications
C. Information Location
D. Special Tools
E. Fasteners
F. Hand Tools
G. Terminology & Nomenclature
H. Principles of Frame Construction
I. Front End Geometry

Basic Math:

A. Basic Math: Addition & Subtraction
B. Basic Math: Multiplication
C. Basic Math: Division, Measurement, Metric System

Brakes: Principles & Components:

A. Brake Hardware
B. Hydraulic Braking System
C. Power Assisted Braking System
D. Drum Brakes
E. Disc Brakes
F. A Master Cylinder
G. Wheel Cylinders

Brakes: Inspection, Bleeding & Adjusting

A. Inspection Reports: Brakes
B. Minor Brake Adjustment
C. Major Brake Adjustment
D. Parking Brake Adjustment
E. Pressure Bleeding Brake Systems
F. Hand Bleeding Brake System
G. Flushing Hydraulic Brake Systems

Steering Systems:

A. The Manual Steering System
B. Power Assisted Steering Systems
C. Steering Linkage
D. Idler Arm Replacement

Wheels & Tires:

A. The Wheel & Tire
B. Static Balance
C. Dynamic Balance

Suspension: Inspection & Component Identification:

A. Inspection Reports: Suspension
B. The Front Suspension System: Solid Axle
C. The Front Suspension System: Independent
D. Front Suspension Components
E. Rear Suspension Systems
F. Rear Wheel Tracking
G. Suspension Height

Suspension: Component Removal & Replacement

A. Removal & Replacement - Coil Spring
B. Removal & Replacement - Torsion Bar
C. Removal & Replacement - Shock Absorber
D. Ball Joint - Theory
E. Ball Joint - Removal
F. Ball Joints - Riveted & Bolted
G. Ball Joints - Threaded and Pressed in
H. Tie Rod End Replacement
I. King Pin Replacement

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 223

TITLE OF MATERIALS MOTORCYCLE REPAIR

Date developed and/or revised:

NAME OF DEVELOPER(S)
Southern California Regional Occupational Center
2300 Crenshaw Blvd.
Torrance, California 90501

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☒ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	X ____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio (X) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:
Hoffman Occupational Learning Systems
4423 Arden Drive
El Monte, California 91734

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course is designed to provide a trainee with skills and knowledge required for entry-level capability in Motorcycle Repair. The course is composed of individual instructional Modules, each covering a specific skill area. The Modules are grouped into subject-area Clusters that allow the instructor to tailor the course to fit individual training objectives.

General Motorcycle:

A. Motorcycle Specialty Tools
B. Gaskets and Sealants
C. Component Parts Identification

Front Forks & Brake Systems (Drum & Disc):

A. Front Fork Parts Identification
B. Front Fork Disassembly
C. Drum Brake Disassembly
D. Drum Brake Assembly
E. Hydraulic Brake Operation & Component Identification
F. Hydraulic Disc Brakes: Master Cylinder
G. Hydraulic Disc Brakes: Calipers
H. Hydraulic Disc Brakes: Disc Inspection and Pad Replacement

Theory of 2 & 4 Cycle Engines & Introduction to Power Transmissions & Fuel Systems:

A. Operating Principles of a Two-Cycle Engine
B. Operating Principles of a Four-Cycle Engine
C. Component Parts Identification: Two & Four Cycle Engines
D. Power System Operation
E. Introduction to Motorcycle Transmissions
F. Fuel System Operation

Carburetion - Types of Carburetors; Repair & Overhaul:

A. Carburetor Types
B. Component Parts Identification, Slide Type Carburetor
C. Parts Identification: Bendix Carburetor
D. Fuel System Servicing
E. Slide Type Carburetor Disassembly
F. Slide Type Carburetor Reassembly
G. Carburetor, Major Adjustment Float Level
H. Bendix Carburetor Disassembly
I. Bendix Carburetor Reassembly & Adjustment

Electrical Ignition Timing, System & Schematics:

A. Importance of Ignition Timing
B. Motorcycle Ignition Systems
C. Ignition System Component Parts Identification
D. Motorcycle Schematics
E. Electrical Systems Parts Identification
F. Ignition Timing, Yamaha Single, Magneto Ignition
G. Ignition Timing, Honda 350
H. Ignition Timing, Kawasaki

General Servicing, Harley Distributor Overhaul:

A. General Servicing
B. Honda 350 Valve and Camchain Adjustment
C. Lubrication Systems
D. Distributor Overhaul, Harley-Davidson

Engine Servicing & Overhaul

A. Engine Removal
B. Engine Installation
C. Engine Disassembly: Honda 350 Twin
D. Engine Disassembly: Yamaha Single
E. Transmission Disassembly: Honda 350 Twin
F. Transmission Reassembly: Honda 350 Twin
G. Engine Reassembly: Honda 350 Twin
H. Engine Reassembly: Yamaha Single

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 224

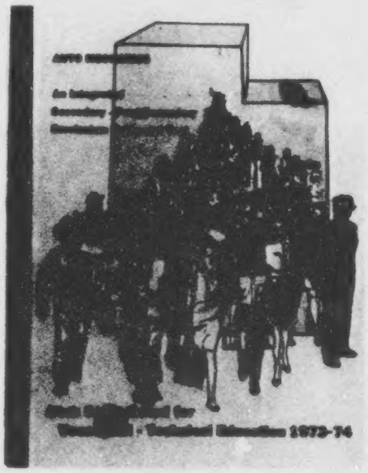
TITLE OF MATERIALS

Auto Mechanics

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Utah State Board for Vocational Education



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 107 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

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☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Richard A. Zimpel, Industrial Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

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PROVISIONS FOR ACQUIRING MATERIALS:

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☒ Other Explain Each State Specialist in Trade and Industrial education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These materials were developed to provide for an easy transition between high school and post-high school auto mechanics programs, and to provide instructors with behavioral objectives by which students can be evaluated upon completion of a unit or units of instruction.

A need was established when a survey revealed that there were no guides that met the standards of individualized instruction established by the state. An automotive advisory and articulation committee was established for the purpose of evaluating the completed guide and to give suggestions to the developers while it was in the developing stages. The guide has wide acceptance in the secondary and post-secondary schools of the state.

STATE SUBMITTING ABSTRACT

Name of State
Utah

Agency
Utah State Board for Vocational Education

Address
136 East South Temple

Salt Lake City, Utah Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

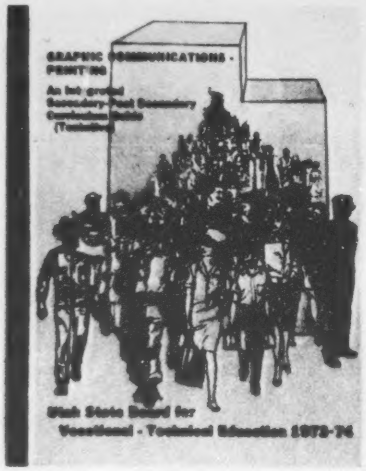
MATERIALS ABSTRACT

IL 000 225

TITLE OF MATERIALS Graphic Communication-Printing

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Utah State Board for Vocational Education



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 92 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Richard A. Zimpel, Industrial Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Trade and Industrial education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide was developed to provide behavioral objectives sufficient to prepare high school students with job-entry skills.

The need was established because no previous guide was available and industry had indicated a need for trained personnel in the printing trades.

The guide is being used in graphics classes throughout the state of Utah.

STATE
SUBMITTING
ABSTRACT

Name of State
Utah

Agency
Utah State Board for Vocational Education

Address
136 E. South Temple

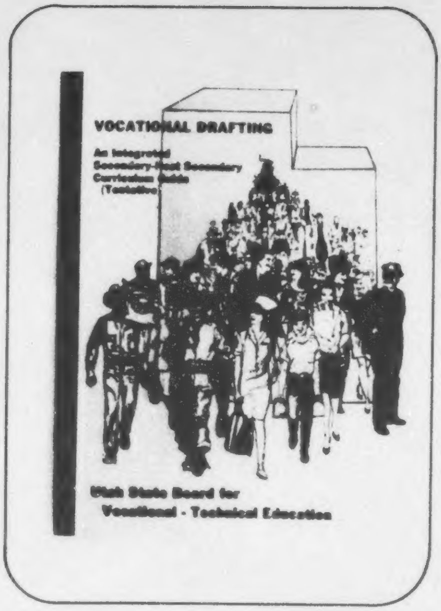
Salt Lake City, Utah 84111 Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 226

TITLE OF MATERIALS	Vocational Drafting Date developed and/or revised: 1973
NAME OF DEVELOPER(S)	Utah State Board for Vocational Education



VOCATIONAL DRAFTING

An Integrated Secondary-Post Secondary Curriculum Guide (Tentative)

Utah State Board for Vocational - Technical Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
133 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section.

By whom: Dr. Richard A. Zimpel, Industrial Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Trade and Industrial education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These materials were developed to provide for an easy transition between high school and post-high school vocational drafting programs and to provide instructors with behavioral objectives by which students can be evaluated upon completion of a unit or units of instruction.

The need was prompted because a survey revealed that there were no guides that met the standards of individualized instruction established by the state. An advisory committee consisting of industry and education specialists was established to assist in the development and evaluation of the guide. The guide is being used throughout the state.

STATE SUBMITTING ABSTRACT

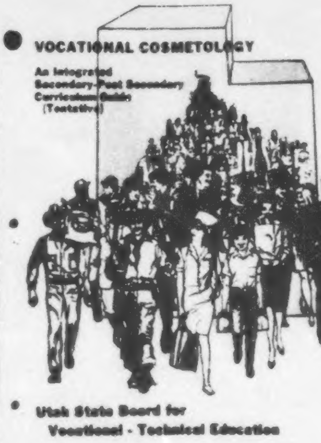
Name of State Utah
Agency Utah State Board for Vocational Education
Address 136 E. South Temple
Salt Lake City, Utah Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 227

TITLE OF MATERIALS	Vocational Cosmetology Date developed and/or revised: 1971
NAME OF DEVELOPER(S)	Utah State Board for Vocational Education


VOCATIONAL COSMETOLOGY
An Integrated Secondary-Post Secondary Curriculum Guide (Tentative)
Utah State Board for Vocational - Technical Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	68 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Richard A. Zimpel, Industrial Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain ____

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☒ ERIC Number

☒ Other Explain Each state specialist in Trade and Industrial education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The original cosmetology guide was prepared for high school use. Demand for the guide, plus the conversion of curricula to behavioral objective patterns, and articulation through post-high school has necessitated revision and updating to newest practices.

The occupational analysis, course objectives, and content were prepared and tried in tentative form by the developing committee and assisted by a three-person advisory committee presenting industry.

The guide has been well accepted.

STATE SUBMITTING ABSTRACT

Name of State
Utah

Agency
Utah State Board for Vocational Education

Address
136 E. South Temple

Salt Lake City, Utah 84111 Phone AC801/328-5371

OCCUPATIONAL CURRICULUM

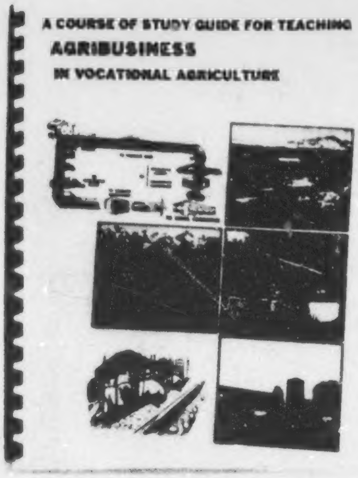
MATERIALS ABSTRACT

IL 000 228

TITLE OF MATERIALS: Agribusiness

Date developed and/or revised: 1970

NAME OF DEVELOPER(S): Utah State Board for Vocational Education



A COURSE OF STUDY GUIDE FOR TEACHING
AGRIBUSINESS
IN VOCATIONAL AGRICULTURE

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	47 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section

By whom: Mr. Elvin Downs, Agricultural Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain ___

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $_____) ☐ Rent (Unit cost $_____) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Agricultural education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The National Vocational Education Act of 1963, and the revisions made in 1968 opened a new era in vocational education in agriculture. Under the provisions of these acts, the doors were opened to include non-farm agriculture occupations in processing, distribution, service activities and in the professional occupations in addition to production agriculture.

During the 1970 Conference for Teachers of Vocational Agriculture, the teachers and others worked on this study guide. The format includes both curricular and student behavioral objectives, and should enable teachers to save time, challenge students, prepare students for the "World of Work" and evaluate results more readily. All agriculture programs use this guide when it is included in the school's curriculum.

STATE SUBMITTING ABSTRACT

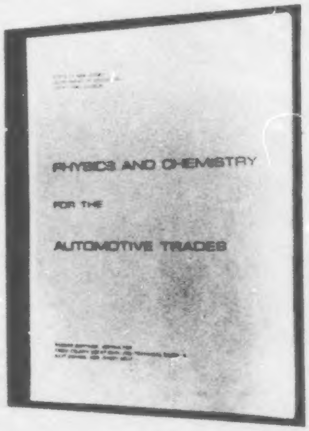
Name of State Utah
Agency Utah State Board for Vocational Education
Address 136 East South Temple
Salt Lake City, Utah 84111 Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS
Physics and Chemistry for the Automotive Trades

Date developed and/or revised: January 1967


PHYSICS AND CHEMISTRY
FOR THE
AUTOMOTIVE TRADES

IL 000 229

NAME OF DEVELOPER(S)
Robert Worthing, Instructor
Essex County Vocational-Technical School
East Orange, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
244 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $2.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number ED 013 308

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Matter and its properties, mechanics, heat, electricity, sound, and light are covered among other areas. Basic information is related to the automobile with illustrations and guided experiments. This book is designed to assist the shop teacher in answering related questions such as "Why does paint get hard?"

STATE
SUBMITTING
ABSTRACT

Name of State

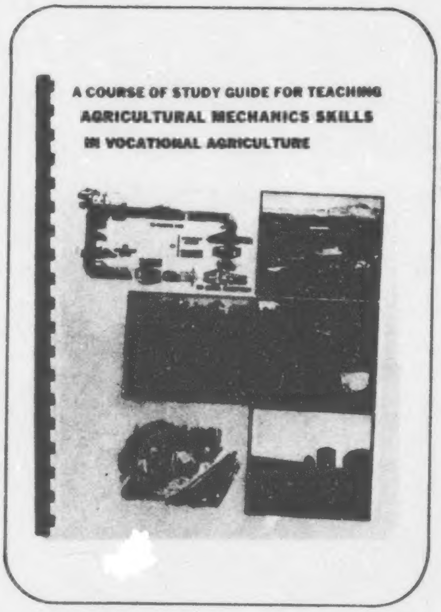
Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


A COURSE OF STUDY GUIDE FOR TEACHING
AGRICULTURAL MECHANICS SKILLS
IN VOCATIONAL AGRICULTURE

IL 000 230

TITLE OF MATERIALS: Agricultural Mechanics Skills

Date developed and/or revised: 1970

NAME OF DEVELOPER(S): Utah State Board for Vocational Education

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TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 119 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom: Mr. Elvin Downs, Agricultural Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Agricultural education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The National Vocational Education Act of 1963, and the revisions made in 1968 opened a new era in vocational education in agriculture. Under the provisions of these acts, the doors were opened to include non-farm agriculture occupations in processing, distribution, service activities and in the professional occupations in addition to production agriculture.

During the 1970 Conference for Teachers of Vocational Agriculture, the teachers and others worked on this study guide. The format includes both curricular and student behavioral objectives, and should enable teachers to save time, challenge students, prepare students for the "World of Work" and evaluate results more readily. All agriculture programs use this guide when it is included in the school's curriculum.

STATE
SUBMITTING
ABSTRACT

Name of State
Utah

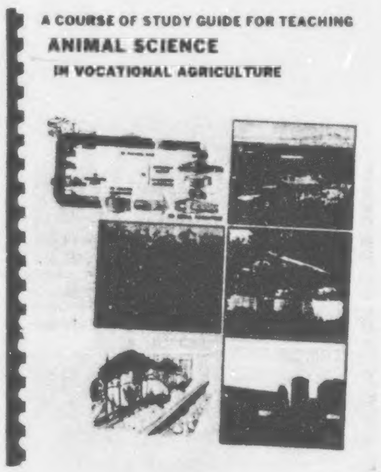
Agency
Utah State Board for Vocational Education

Address
136 East South Temple

Salt Lake City, Utah 84111 Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


A COURSE OF STUDY GUIDE FOR TEACHING
ANIMAL SCIENCE
IN VOCATIONAL AGRICULTURE

IL 000 231

TITLE OF MATERIALS Animal Science

Date developed and/or revised: 1970

NAME OF DEVELOPER(S) Utah State Board for Vocational Education

---

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 89 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Mr. Elvin Downs, Agricultural Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Agricultural education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The National Vocational Education Act of 1963, and the revisions made in 1968 opened a new era in vocational education in agriculture. Under the provisions of these acts, the doors were opened to include non-farm agriculture occupations in processing, distribution, service activities and in the professional occupations in addition to production agriculture.

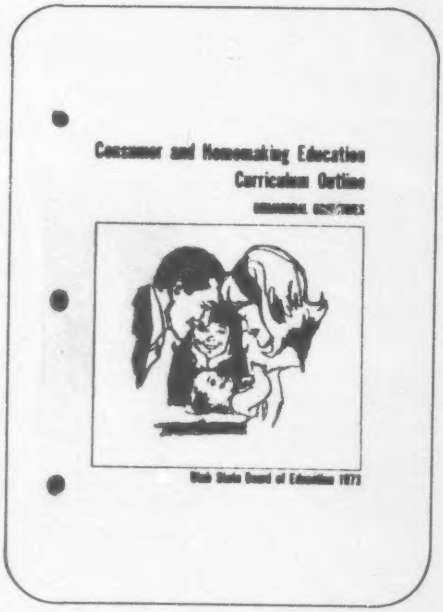
During the 1970 Conference for Teachers of Vocational Agriculture, the teachers and others worked on this study guide. The format includes both curricular and student behavioral objectives, and should enable teachers to save time, challenge students, prepare students for the "World of Work" and evaluate results more readily. All agriculture programs use this guide when it is included in the school's curriculum.

STATE
SUBMITTING
ABSTRACT

Name of State	Utah
Agency	Utah State Board for Vocational Education
Address	136 East South Temple
	Salt Lake City, Utah 84111 Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


Consumer and Homemaking Education
Curriculum Outline

Utah State Board of Education 1973

IL 000 232

TITLE OF MATERIALS	Consumer and Homemaking Education Curriculum Outline Date developed and/or revised: 1973
NAME OF DEVELOPER(S)	Utah State Board for Vocational Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 120 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section.

By whom: Mrs. Karen Stone, Consumer and Home Economics specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free X ERIC Number

☒ Other Explain Each State Specialist in Home Economics has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide was specifically designed for individualized instruction so that the needs of all students in a classroom will be met in a satisfactory manner, both to the teacher and the students.

This type of approach has not been offered before in the state of Utah, and the guide was not available. Secondary and post-secondary teachers were used in compiling the guide. The guide has been distributed throughout the state.

STATE
SUBMITTING
ABSTRACT

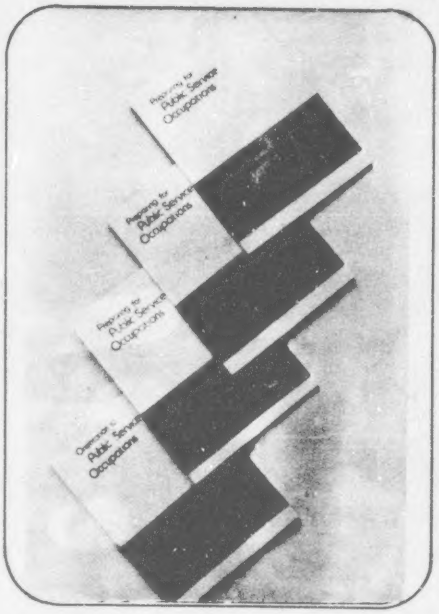
Name of State	Utah
Agency	Utah State Board for Vocational Education
Address	136 East South Temple
	Salt Lake City, Utah 84111 Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS
Public Service Occupations Curriculum Project (PSOCP)
Date developed and/or revised:

NAME OF DEVELOPER(S)
California State Department of Education



Preparing for Public Service Occupations
Preparing for Public Service Occupations
Preparing for Public Service Occupations
Public Service Occupations

IL 000 233

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	1300 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $25.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Education Productions
California Polytechnic College
San Luis Obispo, CA 93401

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT

The Public Service Occupations Curriculum Project (PSOCP) is currently being conducted by the California State Department of Education. It involves the development of a comprehensive set of nationally applicable instructional guidelines for the public service occupations career field. The purpose of PSOCP is to develop teachers' guides in the area of public service for three phases (Exploration, Orientation, and Preparation) of career education.

The scope of the project involves: a national search for exemplary public service programs and instructional materials, development of teachers' guides for the junior and senior high school phases of career education, pilot testing of these guides, preparation of an articulation component between senior high and post-secondary institutions, and the development of a "coordinator's implementation guide" for use by local school district staff.

In the first two years of the project, the following activities have been completed: (1) an analysis of the public service occupations; (2) establishment of liaison channels with over eighty organizations and/or groups; (3) delineation of the parameters of public service and content that should be included in the guide; (4) inclusion of over five hundred people from twenty-one states on either developmental tasks or validation committees; (5) development of the curriculum guidelines for Phase III - Orientation to Public Service; (6) pilot testing of these guidelines at two locations in California; (7) preparation of a matrix showing high frequency and key tasks common to public service for use in the Phase IV guidelines; (8) development of competency based Phase IV teacher units - Preparation for Public Service Occupations; (9) preparing horizontal and vertical articulation components for the series of K-12 teacher guides; and, (10) full scale pilot testing of the Phase III, and IV guidelines during the 1973-74 school year in four locations in California, and four locations in New York State. In the spring of 1974, a Phase II (Exploration) guide will be prepared. During this period, the remaining instructional materials will be pilot tested and revisions made as required.

STATE
SUBMITTING
ABSTRACT

Name of State
California State Department of Education

Agency
Vocational Education Unit, California Curriculum Center

Address
1025 P Street, Room 218

Sacramento, California 95814 Phone AC (916) 322-2330

IL 000 234

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

UNIVERSITY OF CALIFORNIA, LOS ANGELES
DIVISION OF VOCATIONAL EDUCATION
ALLIED HEALTH PROFESSIONS PROJECTS
12016 Wilshire Boulevard
Los Angeles, California 90025

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

UNIVERSITY OF CALIFORNIA, LOS ANGELES
DIVISION OF VOCATIONAL EDUCATION
ALLIED HEALTH PROFESSIONS PROJECTS
12016 Wilshire Boulevard
Los Angeles, California 90025

Clinical Instructor Training Program

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound ____ Pages
☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size
☐ Film ____ Minutes ____ B & W ____ Color ____ Size
☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Dr. Miles Anderson, Project Director
Allied Health Professions
Other commen 12016 Wilshire Boulevard
West Los Angeles, California 90025

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain ____

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $.35 to $19.60) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

UNIVERSITY OF CALIFORNIA, LOS ANGELES
DIVISION OF VOCATIONAL EDUCATION
ALLIED HEALTH PROFESSIONS PROJECTS
12016 Wilshire Boulevard
Los Angeles, California 90025

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

1. The Project is a federally funded curriculum research and development program operated by the Division of Vocational Education. Its objective is to create innovative instructional materials for allied health personnel, ranging from in-service and on-the-job training up through the community college Associate Degree.

The publications are being used by hospital personnel administrators, health occupations educators, health care facility administrators, and supervisors in the various health occupations in a wide variety of settings. The task inventories and occupational analyses can serve as the bases for job descriptions, personnel assignments, development of career ladders and core curricula, establishment of job titles, all reflecting the realities of today's health care personnel utilization. The instructional materials are adaptable for use in the entire gamut of possible settings. The modular self-instructional organization leaves the instructor free to formulate his own arrangment of course content. The curriculum provides an opportunity for career sequence, with each instructional unit laying the groundwork for the succeeding one.

2. The procedure in developing instructional materials is based on occupational analysis. First a comprehensive functional list (task inventory) is compiled for the occupational field under study (nursing, purchasing, radiological technology, etc.). It is then reviewed and revised by a National Technical Advisory Committee of practitioners, physicians, educators and other experts. After NTAC approval, the inventory is converted into questionnaire form and sent to individuals in health care institutions throughout the country who are employed in the functional area concerned. Each questionnaire also elicits personal and socio-economic information (age, education, job title, salary, etc.).

The questionnaires ask respondents to state whether they perform the individual tasks on the list, how often they do them, how much supervision they give or receive, and how difficult or critical they perceive the tasks to be. The information is processed by computer; the results are analyzed; and the findings are condensed into a report which is a factual occupational analysis.

The occupational analysis serves as the basis for development of curriculum materials incorporating what employees themselves say they actually do on the job. (Many occupational surveys are addressed to supervisors or others who state what they think the employees do.) The presentation is in modular form (each module covers a specific task or activity) with a strong self-instructional element. The step-by-step text is illustrated with pictures covering all key elements in performance. Self-tests, as well as performance tests to be administered by the instructor, are included.

The instructional materials are validated by use in a variety of settings--secondary school, on-the-job, community college, and four-year college programs. Evaluations generated by these classroom tests are used as the basis for revisions; then the texts are submitted to commercial publishers for distribution through the private sector.

The following is a partial list of publications:

☐ A Study of Purchasing Occupations in Health Care Facilities
☐ Occupational Analysis: Ward Administration
☐ A Study of the Electroencephalographic Technician's Occupation
☐ A Study of the Clinical Laboratory Occupations
☐ A Model of Individualized Instruction for Clinical Laboratory Occupations
☐ The Dental Auxiliary Occupational Analysis
☐ Fundamental Dental Laboratory Procedures
☐ Dental Hygiene: Detection and Removal of Calculus
☐ A Study of an Emerging Occupation: The Gastroenterology Assistant
☐ The UCLA Secondary Schools Pilot and Demonstration Project for an Introduction to Allied Health Careers: A Summary Evaluative Report
☐ Teacher's Manual (Pilot edition)
☐ Student Manual (Pilot edition)
☐ Program Guide-- A Guide for Development and Operation of a Secondary School Allied Health Career Program
☐ The Gastroenterology Assistant: A Laboratory Manual
☐ Physician's Assistant Survey Report
☐ A Study of Nursing Occupations
☐ A Career Model for the Nurse Practitioner
☐ Nursing Skills for the Allied Health Services (2 volumes)
☐ Manual of Lower Extremities Orthotics
☐ Occupational Analysis: Hospital Radiological Technologist
☐ Occupational Analysis: Respiratory Care/Inhalation Therapy

STATE
SUBMITTING
ABSTRACT

Name of State
California State Department of Education

Agency
Voc. Ed. Unit, California Curriculum Center

Address
1025 P Street, Room 218

Sacramento, California 95814
Phone AC/ (916) 322-2330

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 235

TITLE OF MATERIALS

Career Education Workshop Curriculum Materials

Date developed and/or revised: 1973 - 74

NAME OF DEVELOPER(S)

Robert V. Kerwood, Ph.D. Director of Professional Development and Curriculum Development, Arizona Department of Education; Barbara A. Border, Specialist, Home Economics Education, Arizona Department of Education; Robert Golden, Public Information Officer, Arizona Department of Education.

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☒ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	X Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	138 Frames
		____ Size	____ Size	Audio (X)Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Developers listed above: Robert V. Kerwood, Ph.D.· Barbara A. Border; Robert Golden

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain Materials are available for loan from the Arizona Department of Education, 1535 West Jefferson, Phoenix, AZ 85007. Arrangements may be made for duplication of Slide/Tape presentation or other accompanying

TO ORDER, PLEASE CONTACT: materials through Robert V. Kerwood, Ph.D., Director of Professional Development and Curriculum, [602] 271-5563.

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Arizona Career Education Slide/Tape Presentation and accompanying materials were developed to assist vocational educators to become better acquainted with their role in relation to the total of career education. The need to develop such materials was brought about through an objective and activity of the Arizona State Plan for Vocational Education. Materials for development were identified by a committee which appointed the developers. The committee was used with others to critique materials as they were created. Materials were field tested within the department before released for field use in fourteen areas of the state. Four workshops for 400 people have been conducted with very positive response to the slide/tape presentation and accompanying materials.

STATE
SUBMITTING
ABSTRACT

Name of State: Arizona

Agency: Arizona Department of Education

Address: 1535 West Jefferson
Phoenix, AZ 85007

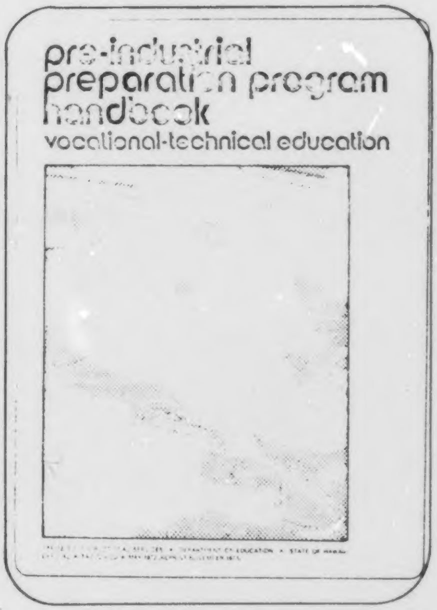
Phone AC [602] 271-5563

M1/lrb/03-04/2.4

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 236



TITLE OF MATERIALS

Pre-Industrial Preparation Program Handbook
Vocational-Technical Education

Date developed and/or revised: November, 1973

NAME OF DEVELOPER(S)

Vocational-Technical Education
Office of Instructional Services
Department of Education

Mrs. Emiko I. Kudo, Administrator
Vocational-Technical Education
Office of Instructional Services
Department of Education

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	120 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☒ Other District staff, counselors

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section

By whom: Lawrence Inaba, Emiko Kudo, Barbara Nakagawa, Thomas Hatakeyama, Florence Sakai

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.25) ☐ Rent (Unit cost $______) ☐ Free ☒ ERIC Number V.T. 015-755
ED 064-497
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Prefer contact w/ERIC

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This document was primarily developed for teachers, administrators, counselors, district and state staff personnel, and teacher-educators. The handbook was developed to facilitate the successful implementation of the Pre-Industrial Preparation program.

The need for such material was established when the design was developed and implementation was projected to take place in every high school of the state.

Most of the materials included in the handbook were developed through workshop sessions with teachers, administrators, counselors, district and state staff personnel, teacher-educators, and industrial and union representatives.

The program has been operating in Hawaii's schools for several years now. The effectiveness of the program is considered to be beyond expectations thus far.

Over 2,000 copies of this document have been requested by various states, school districts and schools, and used extensively in implementing the program.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

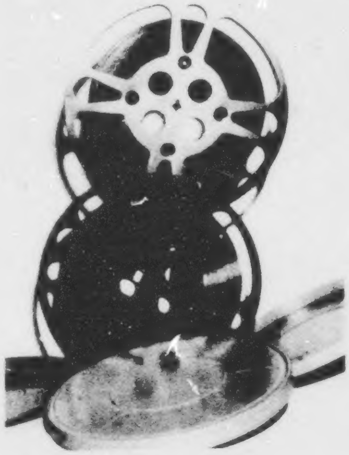
IL 000 237

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS SIXTH GRADE EXEMPLARY CAREER AWARENESS PROJECT

Date developed and/or revised: 1973



NAME OF DEVELOPER(S)
Ron Hawley, Project Director
Director, Television Services for
Clark County School District
5700 Mountain Vista Drive
Las Vegas, NV 89120

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☐ Paper Bound
____ Pages

☒ Video Tape
12 Minutes
____ B & W
x Color
1/2", 1", 2" Size

☒ Film
12 Minutes
____ B & W
x Color
16 mm Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other Grades 6 and 7

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:
By whom: Ron Hawley

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $120/print) ☒ Rent (Unit cost $15/print) ☐ Free ☐ ERIC Number
☐ Other Explain All films transferred without T.V. rights. Rental limited to one week.

TO ORDER, PLEASE CONTACT:
Great Plains
Box 80669
Lincoln, Nebraska 68501

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Abstract Prepared in 1974

DESCRIPTOR:

In response to both the local and State need for relevant career development programs and materials, this Sixth Grade Elementary Career Awareness project was developed to help the student become aware of careers via the film media. Sixty-eight occupations were priortized by both lay and school personnel describing occupations pertinent to the State, the region, and the nation. This film project is believed to articulate this particular grade level's assigned objectives within the school district's overall plan for a comprehensive career development program. Twenty of the 68 Career Awareness films suitable for grades 6 and 7 have been developed and are currently available.

A curriculum committee of teachers are assigned to design the overall objectives for each film, which are then turned over to the school district film technicians. Pilot testing for validation occurs at the time each film is developed. However, validation of the completed project will not occur until the spring of 1975. The films are not currently used district-wide, but plans for the inservice training of all teachers are being made.

Included in the 68-film project is a 30-minute film orienting users to the entire series. In addition, at the end of this three-year project, June 30, 1975, a 15-minute film for teacher inservice training will be developed.

Each film is accompanied by a 3-page description of the student performance objectives and recommended teacher/student activities for both pre- and post-use of the film. Teacher evaluation of student understanding is planned to be written in at a later date. The following occupations have been filmed and are currently available: Telephone Lineman, General Office Clerk, Computer Programmer, Hotel Desk Clerk, Slot Mechanic, TV News Reporter, Postal Clerk, Shipping-Receiving Clerk, Bank Teller, X-ray Technician, Executive Secretary, E. P. Accountant, Mining Engineer, Service Station Attendant, Television Engineer, Pressman, Ranch Hand, Commercial Artist, Carpenter, Telephone Operator.

In addition to the high quality of the careers and concepts covered, the technical quality is excellent. In addition to the high demands for the films within the State of Nevada, the Air Force has requested prints of their film for recruiters, and the local telephone company and private technical schools have requested prints for their own inservice and training programs. It is believed that the user may find upon review that the films are pertinent to students in grades 6 through 9.

STATE
SUBMITTING
ABSTRACT

Name of State NEVADA
Agency State Department of Education
Address Carson City, NV 89701
Phone AC/ 702 882-7321

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

UTAH STATE BOARD FOR VOCATIONAL / TECHNICAL TRAINING

VOCATIONAL

IL 000 238

TITLE OF MATERIALS Vocational Electronics Guide

Date developed and/or revised: 1971

NAME OF DEVELOPER(S) Utah State Board for Vocational Education

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	245 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Dr. Richard A. Zimpel, Industrial Education Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain ______________________________

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Trade and Industrial education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

In 1969, a cooperative study was undertaken with the Air Force Association to determine the feasibility of integrating Air Force instructional materials into Vocational Education programs. The study indicated a close correlation between most of the Air Force materials and those in use in Utah. Since 1969, a number of vocational areas have adapted or integrated the Air Force instructional materials into their curriculum guides. The Electronics guide is one example.

This curriculum material was developed in summer workshops between 1968 and 1972. The workshop committee was formed to develop a course guide to provide curriculum articulation between secondary and post-secondary schools offering vocational-technical education in Utah.

The main body of the course guide includes units to be covered, purpose of each unit, subunits needed to cover the unit, and behavioral objectives. Typical test questions for each objective, sources of software, classroom demonstrations, and suggested laboratory activities are also presented as possible back-up material to aid in achieving the behavioral objectives set forth.

The guide does not structure the curriculum so that the individual personality of the instructor is lost, but outlines course material and provides a path for him to follow. The more salient points are listed and the instructor is left to develop this material into classroom presentations and laboratory activities which will provide the best learning environment for his students.

The curriculum committee recommends that students be provided copies of behavioral objectives as each unit is taught. This includes the unit title, purpose, subunits, and objectives.

The workshop committee has drawn on many sources to write this course guide. Two high school vocational electronics teachers, with industrial backgrounds and extensive teaching experience in the subject areas, worked with electronic technology teachers from post-secondary institutions. The committee prepared a general course outline and presented it to representatives of the electronics industry. Together they completed the general outline and added the units and subunits. The industrial representatives indicated that the outline contained the basic essentials of the DC and AC portion of a complete Electronic Technology curriculum. They indicated that production-testing or inspection-type jobs would be available to high school graduates who completed the course, but that it would be better for them to continue their training at a post-secondary institution.

Some members of the committee were involved previously in a study to evaluate the desirability of using Air Force teaching materials in electricity/electronic classes in Utah. The evaluation indicated that the materials were very adaptable to civilian use. The DC and AC topics considered necessary by the Air Force are included in this guide. The military has films to cover every objective in their instructional plans. These films, as well as the instructional materials, are made available to all users of this guide.

Many objectives fall short of known standards in the areas of "condition" and "extent". The "condition" will not be fully described, and the "extent" will not be precisely stated. These omissions are intentional. Widely varying conditions under which these courses will be taught require that full details of the "condition" for each behavioral objective be prescribed by the instructor in his own environment. Also, the "extent" of student achievement needs to be set by the particular instructor, keeping within the framework of this guide.

Typical test questions for each behavioral objective have been included at the end of each section. This will give some direction to evaluate the progress of a student during the course. The questions can also be used to determine the entry level for students seeking further training at post-secondary institutions.

This guide has enjoyed wide acceptance by instructors at the high school and post-high school level.

STATE SUBMITTING ABSTRACT

Name of State	Utah
Agency	Utah State Board for Vocational Education
Address	136 East South Temple
	Salt Lake City, Utah 84111 Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

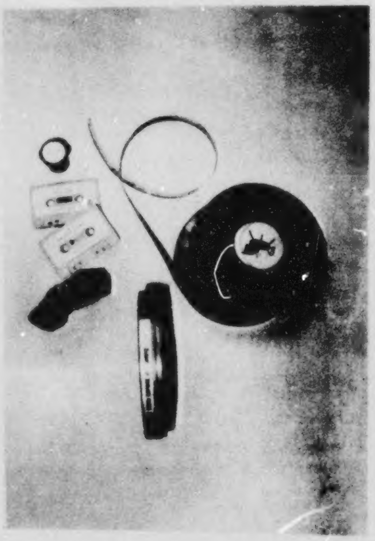
MATERIALS ABSTRACT

IL 000 239

TITLE OF MATERIALS Dollars and Sense of Consumerism

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Bureau of Homemaking Education
Vocational Education Section
California State Department of Education in cooperation with Division of Occupational Education
Chancellor's Office, California Community Colleges



TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	(9) ☒ Film	☐ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	6-23 Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	X Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain Copyright by Film Fair Communications

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 300 - $100) ☒ Rent (Unit cost $ 30 - $10) ☐ Free ☐ ERIC Number

☐ Other Explain

Package price for all 9 films...$1,140--SAVES $200
Package price for 8 films (Excludes ON YOUR OWN)...$940--SAVES $100

TO ORDER, PLEASE CONTACT:

FILM FAIR COMMUNICATIONS
10900 Ventura Boulevard
Studio City, California 91604

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Consumerism involves most of the areas of everyday living. A better understanding of advertising, door-to-door sales, contracts, consumer protection laws, consumer fraud, consumer rights, buying a used car, and comparative shopping will aid the viewer to a more realistic approach in handling daily problems encountered by everyone. The films on fraud, repossession, contracts, consumer protection and home sales are also useful in Business Law classes.

All films are also available in Spanish version except "On Your Own."

A brief description of each film follows:

ADVERTISING The Buy Line. The film opens with a rapid montage of contemporary visual advertising. We examine each ad, learning about psychological seduction, disclaimers, false and misleading statements, etc. We also examine good ads that provide decision-making information. 14 minutes--color, $180. Rental $15.

LIFE-STYLES On Your Own. Who can best interpret the true meaning of consumer and homemaking education in today's world? Students! And this film lets them tell, in their own words, what consumer and homemaking education means to them--the impact on their lives today and their future. 23¾ minutes--color, $300 Rental $30.

BUYING A USED CAR Tommy's First Car. *A Learning Garden Film.* Tommy is ready to buy his first car. At the used car lot, his father shows Tommy where to look for clues that can indicate the car's condition and possible necessary repairs--tires, seat springs, foot pedals, shock absorbers, lights, etc. 11 minutes--color, $145 Rental $15.

CONSUMER PROTECTION LAWS There is a Law Against It. Four familiar consumer problems are introduced in this film; garnishment of wages, unauthorized auto repair work, payment demanded for a debt already paid, and a housewife pressured into signing a purchase contract by a door-to-door salesman. 8 minutes--color, $115 Rental $10.

CONSUMER FRAUD This is Fraud! A car advertised on TV has "just been sold" and the customer is steered to more costly buys--the old "bait and switch" technique. A door-to-door vacuum cleaner salesman secretly spills additional dirt on the floor to make his machine seem better. A woman reminds a contractor that he said his stucco job would last "as long as the house"--he says there is nothing like that in the contract she signed. The methods of recourse for such common consumer fraud cases are described--e.g., trade association offices, small claims court, licensing bureau, district attorney's office, legal aid society, etc. 8¼ minutes--color, $115 Rental $10.

CONTRACTS Read Before You Write. A young couple considers a typical installment purchase (a TV set). The film follows them from their obvious enchantment outside the store window to a new awareness when they learn to really examine a contract before they sign it. 6¼ minutes--color, $100 Rental $10.

COMPARATIVE SHOPPING Magical Disappearing Money. *A Learning Garden Film.* A cheerful, slightly scatterbrained "food expert witch" appears in a supermarket and works her magic to draw the customers around her. Then, item by item, she explains, with accompanying magic, why certain purchases by the customers are unwise. 11 minutes--color, $145 Rental $15.

HOME SALES Foot in the Door. A potential victim of consumer fraud tells how a door-to-door salesman tried to sell her a color TV at her home. During the dramatized situation, she tells how her awareness of fraud came about because, as a resident of a low-income housing project, she had been victimized by a similar pitch a year earlier. 9¼ minutes--color, $140 Rental $15.

REPOSSESSION Your Right to a Hearing. The film opens by stressing the debtor's right to a hearing before such creditor actions are taken as repossessions and garnishment of wages. 9½ minutes--color, $130 Rental $10.

Additionally, comprehensive teacher's guides and classroom instructional aids are available for all the films except ON YOUR OWN, TOMMY'S FIRST CAR and MAGICAL DISAPPEARING MONEY. These may be purchased for $2 each.

STATE
SUBMITTING
ABSTRACT

Name of State
California State Department of Education
Agency
Vocational Education Unit, California Curriculum Center
Address
1025 P Street, Room 218
Sacramento, California 95814
Phone AC (916) 322-2330

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 240

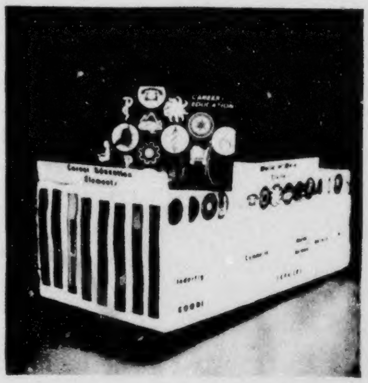
TITLE OF MATERIALS

Arizona Format and Conceptual Model for Relating Vocational Education to Career Education

Date developed and/or revised:

NAME OF DEVELOPER(S)

Voie Coy, Ph.D., Consultant;
Robert V. Kerwood, Ph.D., Director of Professional Development and Curriculum Development, Arizona Department of Education.



TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 25 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13 14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Voie Coy, Ph.D.
Robert V. Kerwood, Ph.D.

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Arizona Curriculum Model relates occupational clusters to career education in a manner to permit wide latitude in selection of various concepts of career education. Other components include age-grade assignment of content, sequenced material within the cluster and career education theme concept. Therefore, the major thrust is to provide a viable way to integrate the world of work cluster into the career education concept.

The conceptual curriculum model should:

1. Provide an operational definition which links career education to the existing curriculum structure of schools.
2. Facilitate the transportation and integration of career education instructional units to current school programs.
3. Compliment the existing Discrepancy Analysis Instrument criteria used by the Research Coordinating Unit Career Education Clearinghouse.
4. Provide a systematic way to identify and place desired student behavior within the developmental growth levels found in kindergarten through twelfth grade.
5. Provide a way to articulate information concerning the world of work with the eight recognized elements of career education.
6. Serve as a vehicle that will help eliminate unnecessary duplication and redundancy of career education goals, objectives and resulting activities with which a learner may be involved in a K-12 program.

STATE
SUBMITTING
ABSTRACT

Name of State Arizona

Agency Arizona Department of Education

Address 1535 West Jefferson

Phoenix, AZ 85007 Phone AC/ [602] 271-5563

M1/1rb/05-06/2.4

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 241

TITLE OF MATERIALS

Structured-Learning Program in Shorthand and Self-Directed Dictation and Transcription (a one-year program)

Developed in 1971 - Revision to be done in 1974

Date developed and/or revised:

NAME OF DEVELOPER(S)

Harold E. Pohlod, Instructor
Kapiolani Community College

Margaret K. Harris, Instructor
Kapiolani Community College

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	70 Pages	15 Minutes	____ Minutes	____ Color
		X B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio (X) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Harold E. Pohlod or Margaret K. Harris, Instructors, Kapiolani Community College, 1620 Pensacola Street, Honolulu, Hawaii 96814

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes ( ) No

Explain Copyright being secured.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Intent of project was to develop learning-teaching materials for individualized instruction in shorthand and machine transcription for use in a multi-media learning center (a one-year shorthand course and a one-half-year dictation transcription course).

Module 4 - Self-Directed Dictation and Transcription
(Developed Materials)
- 1 Student Handbook of 22 assignments and think sheets
- 22 Audio Tapes dictated
- 1 Punctuation and Numbers Student Guide
- 10 Final Testing Audio Tapes
- 1 Examination

This program improves skills of communication using the dictation-transcribing machine for listening, speaking clearly, expanding word usage, using correct punctuation, and understanding sentence structure.

Module 5 - Beginning Shorthand
(Developed Materials)
- 1 Student Handbook of 26 assignments
- 1 Handbook of Tape Transcripts
- 25 Cassette Tape Presentations
- 7 TV Theory Cassette Tape Presentations
- 2 Examination Tapes

All assignments are programmed so that a student can develop a useful writing tool. Audio-tutorial and TV instruction analyzes the writing of shorthand. Listening carefully for the sounds heard, responding in pattern outlines, writing legible notes instantly, and transcribing these notes at the typewriter. All assignments have been developed for cassette tape and tv cassette presentation.

Module 6 - Beginning Shorthand (continued)
(Developed Materials)
- 1 Student Handbook of 35 assignments
- 1 Handbook of Tape Transcripts
- 50 Cassette Tape Presentations
- 10 TV Theory Cassette Tape Presentations
- 4 Examination tapes

All assignments have been programmed for the continued development of using shorthand symbols as a useful writing tool. Audio-tutorial and tv instruction continues to emphasize the writing of shorthand in good proportion with a fast moving hand; automatic response in patterned outlines to be written to the sounds one hears. Continued emphasis on the rate of accuracy of transcript is emphasized.

Module 7 & 8 - Shorthand Dictation and Transcription
(Developed Materials)
2 Student Information Handbooks (one for each module)

"50 Tape Series"
- 25 cassette tapes dictated.
- Student worksheets to accompany each presentation.

New-matter dictation, a speed for everyone, utilizing the pyramid building plan. A student worksheet accompanies each tape where theory is previewed. (a speed for everyone).

"150 Tape Series"
- 51 cassette tapes dictated
- Student worksheets to accompany each presentation.

Tapes designed where the student works with the dictator in studying the theory, construction of sentences, and developing the efficiency in taking dictation and transcription. (a speed for everyone).

"200 Tape Series"
- 25 cassette tapes dictated.
- Student worksheets to accompany each presentation

Tapes developed for remedial work in the usage of numbers, punctuation, word usage, capitalization, and hyphenation. Reference worksheets are available to keep for referral information during transcription (a speed for everyone).

"500 Tape Series"
- 35 cassette tapes dictated
- Student worksheets to accompany each presentation.

Tapes designed for economic understanding of our business society--where the student works with the terminology of business in a series of articles dictated in a learning plan for the development of efficiency as an office worker.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 242

TITLE OF MATERIALS Industrial Education Safety Recommendations & UOSHA Standards

Date developed and/or revised: 1974

NAME OF DEVELOPER(S) Utah State Board for Vocational Education

SAFETY
RECOMMENDATIONS & UOSHA STANDARDS

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
166 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Mr. Joe O. Luke, Specialist, Industrial Education, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Industrial Education has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

From the inception of industrial education as a curriculum area in public education, industrial educators have exhibited concern for the safety of students in their shops and laboratories. They have the unique opportunity and responsibility to educate and train young men and women to work safely and successfully in today's technological society.

Because of recent National and State legislation, safety must be considered a priority and reemphasized in the industrial education program. The growing concern in the nation for the safety and health of its citizens was enacted into law with the passage of the Occupational Safety and Health Act of 1970 by the United States Congress. The act became law April 23, 1971. It is designed specifically to eliminate unsafe working conditions in all areas of employment and is intended as a guide to the states in setting up occupational safety and health programs which conform to regulations established in the 1970 act.

The new law makes it mandatory for every employer to keep his place of employment "free from hazards that are likely to cause death or serious harm to his employees." "Employer" means "a person engaged in business affecting commerce who has employees . . . ." The law requires enabling legislation by each of the states.

In neither the Federal nor the State Acts are students considered employees, except in those cooperative education classes where they are receiving pay. However, it is the intent of framers of the Utah Occupational Safety and Health Act that it apply to schools equally with other agencies, and that the safety and health standards be taught to and practiced by students.

This guide is an abridgment of selected Utah Occupational Safety and Health Act (UOSHA) standards with inserted precautionary safety recommendations which relate to industrial education. Those using this publication should refer to the unabridged document(s) for further information and specific details.

The UOSHA standards in this guide have been extracted and it should be clearly understood that this publication in no way alters, deletes, modifies or changes the Utah Safety Standards published by the State Industrial Commission.

This guide has been developed to assist industrial education instructors, supervisors and administrators to organize, evaluate and maintain appropriate safety programs and to help them understand and comply with the new UOSHA standards.

Dissemination of the guide included statewide coverage of local workshops that explained the guide. Every local teacher and administrator has a copy, and very few have not received instructions in how to use it effectively. Acceptance to the guide has been extremely great.

STATE
SUBMITTING
ABSTRACT

Name of State: Utah

Agency: Utah State Board for Vocational Education

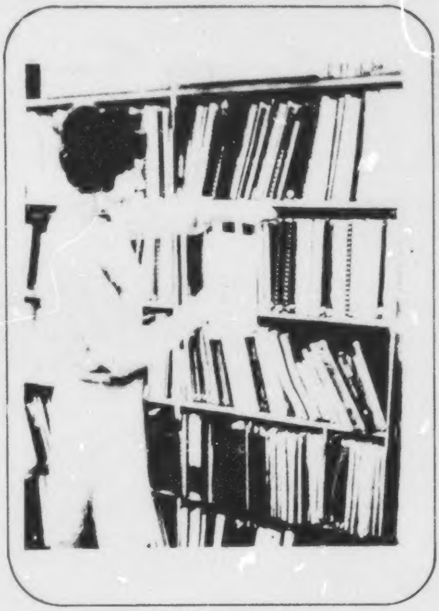
Address: 136 East South Temple

Salt Lake City, Utah 84111

Phone AC/ 801/328-5371

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 243

TITLE OF MATERIALS Arizona Career Education Clearinghouse

Date developed and/or revised:

NAME OF DEVELOPER(S) Dr. Beverly Wheeler, Career Education Specialist

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☒ Hardcopy
___ Pages

☒ Paper Bound
___ Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Clearinghouse or Research Coordinating Unit Personnel
Arizona State Department of Education
(602) 271-5392

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain Some materials are copyrighted or under developmental copyright -- others are in public domain.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain Materials are not available at this time for out-of-state dissemination.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Arizona Career Education Clearinghouse, located within the Research Coordinating Unit of the State Department of Education, was initiated in 1972 to serve professional educators as a collection and dissemination unit of printed career education materials. Included in the collection are curriculum guides, instructional units, bibliographies, research reports, samples of occupational information, textbooks, and newsletters. These materials are classified by career education elements, grade level, subject areas, types of material and occupational clusters. Retrieval is accomplished through keysort cards and a numerically annotated bibliography index. The bibliography has been made available to schools in Arizona and to out-of-state RCU's. A communication network utilizing the Arizona career education projects has been established to facilitate dissemination of materials. Consultant services to teachers and projects are provided upon request.

STATE
SUBMITTING
ABSTRACT

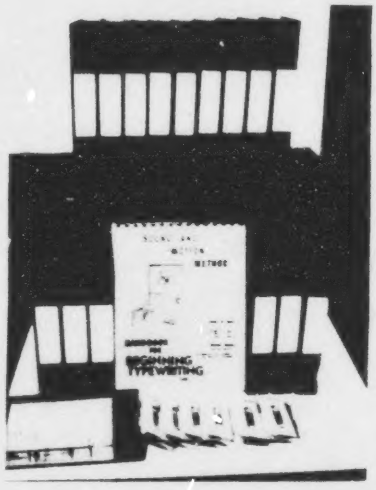
Name of State	Arizona
Agency	Arizona Department of Education
Address	1535 West Jefferson
	Phoenix, AZ 85007 Phone (AC) [602] 271-5392

M1/lrb/06-07/2.4

IL 000 244

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



TITLE OF MATERIALS SOUND AND MOTION METHOD FOR BEGINNING TYPEWRITING

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
GERALD ST. JAMES, INSTRUCTOR
UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE

ELEANOR SKIMIN, PROFESSOR EMERITUS
SAN FRANCISCO STATE UNIVERSITY

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound 65 Pages
☒ Video Tape 30 Minutes EACH; X B & W; ___ Color; 3/4 & 1/2" Size
☐ Film ___ Minutes; ___ B & W; ___ Color; ___ Size
☐ Slides & Film Strips ___ Color; ___ B & W; ___ Frames; Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: EITHER AUTHOR;
KAPIOLANI COMMUNITY COLLEGE
620 PENSACOLA STREET
HONOLULU, HI 96814

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain MATERIALS HAVE BEEN COPYRIGHTED SO THAT THEY MAY BE PUBLISHED WHEN MODULES II AND III ARE COMPLETED DURING THE SUMMER OF 1974.

PROVISIONS FOR ACQUIRING MATERIALS:
☐ Purchase (Unit cost $_______) ☐ Rent (Unit cost $_______) ☐ Free ☐ ERIC Number
☒ Other Explain PUBLISHER PRESENTLY EXAMINING MATERIALS.

TO ORDER, PLEASE CONTACT:

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

SOUND AND MOTION METHOD FOR BEGINNING TYPEWRITING was developed to be used in the Office Skills Laboratory of the Learning Center at Kapiolani Community College for individualized instruction. Individualizing instruction for the office skills was planned for adult education in the evening but has expanded into our regular program. The materials for Module I have been used for four semesters with excellent results in both day and evening programs.

All lessons are designed as individual learning programs which could be used in various sequences providing flexibility for a variety of learning situations.

The student sees expert typing motions. He types with the demonstrator, stops the video player, and practices on his own as long as he needs. He can rewind and repeat when necessary, each lesson is logged in the handbook for quick reference.

The approach is based on behavioral processes which promote accurate typing through proper timing of motions. Motion patterns are established through close-up step-by-step demonstrations. Learning time is reduced.

The videorecorded sound and motion method learning system is a total multi-media learning environment for independent study. We think of it as an equal opportunity learning system because it recognizes the fact that people learn things at different rates of speed. With this sound and motion method, each student controls his own learning pace. A slow learner proceeds with the confidence that he will eventually achieve the same performance objectives as the faster learner, but without the time pressures imposed by the traditional classroom.

Every lesson begins with a review of the previous lesson and a clear statement of the performance goals of the present lesson so that the student knows WHAT, WHY, and exactly HOW to direct his own practice to accomplish the objectives of the lesson. Such learning has not been possible heretofore through copying from textbook materials or typing from still slide demonstrations. The video cartridge is a most versatile visual aid. The concept of good technique of typewriting is given in words and pictures that learners can understand. All techniques are carefully demonstrated in close-up motion patterns. If the learner misses a point, he can stop and re-run the tape to any place he wishes. The tape is enclosed in a cartridge--no threading--simply insert into the player.

OUTLINE OF MATERIALS: Each lesson has a 20 to 30 minute videorecorded presentation with follow up activities consisting of handbook practice, typing from recorded dictation, listening to audio cassettes for timing signals, and composition at the typewriter.

MODULE I (Complete)
  Introduction to Televised Typing
  Lesson 1: The Typewriter and Home Keys
  Lesson 2 - 4: Alphabetic Presentation of Keyboard
  Lesson 5 - 6: Reaching and Stroking Drills
  Lesson 7 - 10: Programmed Sentences
  Lesson 11 - 13: Paragraph Material
  Lesson 14: Accuracy - Speed - Accuracy

MODULE II (Handbook in process)
  Lesson 15 - 18: Numbers and Symbols
  Lesson 19: Error Correction
  Lesson 20: Word Division
  Lesson 21: Vertical Centering
  Lesson 22: Tabulation
  Lesson 23: Line Lengths
  Lesson 24: Alignment
  Lesson 25: Carbon Copies

MODULE III (Handbook in process)
  Lesson 26 - 27: Personal Business Letters
  Lesson 28 - 29: Business Letters
  Lesson 30: Post Cards
  Lesson 31: Memorandums
  Lesson 32: Production Typing
  Lesson 33 - 35: Manuscripts

These materials were produced at the college's Media Center under exemplary grants from the Office of Vocational Education for the State of Hawaii.

STATE
SUBMITTING
ABSTRACT

Name of State
Hawaii

Agency
Kapiolani Community College

Address
620 Pensacola Street
Honolulu, Hawaii 96814
Phone AC

OCCUPATIONAL CURRICULUM

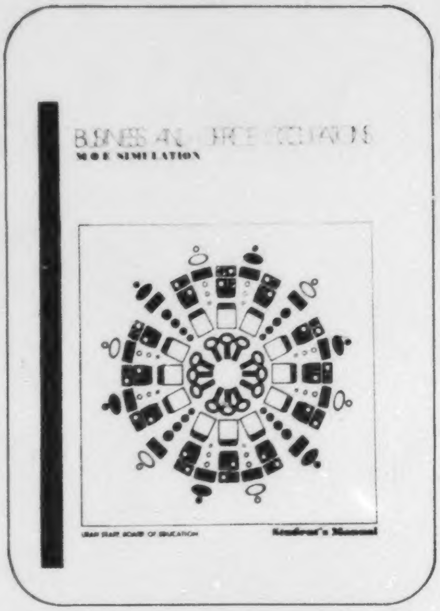
MATERIALS ABSTRACT

IL 000 245

TITLE OF MATERIALS MOE Simulation, Teacher and Student Manual

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Utah State Board for Vocational Education


BUSINESS AND OFFICE OCCUPATIONS
M O E SIMULATION
UTAH STATE BOARD OF EDUCATION
Student's Manual

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	300 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Mr. Gary M. Lloyd, Office Occupations Specialist, Utah State Board of Education, Salt Lake City, Utah 84111, 801/328-5371

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☒ ERIC Number

☒ Other Explain Each State Specialist in Office Occupations has received a copy. An ERIC number has not been assigned to this date.

TO ORDER, PLEASE CONTACT:

____

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Although the simulation works effectively in large and small schools, the original need was prompted by a lack of cooperative work experience stations in the rural areas. The first simulation models were set up in mobile classrooms, hence the name MOE, Mobile Office Education.

Consultants trained in simulation techniques were used as advisors in the development of the simulation. The office operation of a mortgage and loan company was used as the base for the simulated office. The units have been field-tested and have undergone four revisions.

These materials were developed to provide a simulated office experience for potential office workers. This experience gives the student an opportunity to participate in the teamwork, pressures and satisfaction of work in an office.

When simulation is used as a teaching method in the office occupations classroom, the teacher should have as the major objective the development of human interaction and interpersonal relationships necessary for obtaining and keeping a job.

Secondary major objectives are (1) to provide basic office skills which will permit students to obtain jobs in offices, and (2) to provide sufficient proficiency so that they will be able to retain those jobs once they get them.

The simulation method is designed to provide real office situations under simulated conditions. Once the student has obtained basic skills, simulation provides the student an opportunity to practice those skills under office conditions, the teacher acting as a supervisor to aid in the learning process. Simulation will provide a chance for each student to gain his first office experience under simulated conditions. This will make entry into real office life a much easier adjustment.

During the simulation, the following office skills will be experienced by students as the skills relate to specific jobs:

1.	Typewriting	correspondence (letters and memos), forms, rough draft work, and composing at the machine.
2.	Shorthand	office style dictation and mailable transcripts.
3.	Record keeping . .	posting to ledgers, bank deposits, petty cash funds, making change, percentages, and balancing ledgers.
4.	Machine Dictation & Transcription. .	office style dictation and machine operation.
5.	Machine Operation.	adding machines, calculators, bookkeeping machines, tape recorders, duplicator machines.
6.	Duplicating . . .	master preparation and machine operation.
7.	Filing	alphabetic, numeric, subject, geographic, tickler files and information retrieval.
8.	Telephone	office operation procedures.
9.	Office Supervision.	work distribution, discipline, office procedures and evaluation.

The mobile units are still operating in rural areas. More than half of the high schools in the state are using the simulation package. Many packages have been delivered to schools out of the state.

STATE
SUBMITTING
ABSTRACT

Name of State Utah
Agency Utah State Board for Vocational Education
Address 136 East South Temple
Salt Lake City, Utah 84111 Phone AC/ 801/328-5371

IL 000 246

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Greater Lowell Regional Consortium
Career Education-Oriented
Learning Activity Packages

Date developed and/or revised:

NAME OF DEVELOPER(S)

Jerry W. Carpenter
Asst. Supt. for Curriculum and Instruction
Greater Lowell Regional Voc.-Tech. School District
Lowell, Massachusetts 01852

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 25 Pages average

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☒ Other Accelerated and adaptable for any type student.

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: District Curriculum Personnel

Other comment: On a limited basis

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 50¢) ☐ Rent (Unit cost $ ______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

CEDIS
Career Education Dissemination Services
117 Perry Street
Lowell, Massachusetts 01852

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The major objective of this effort is to train teachers in the philosophy, skills environment and medial needs essential to continuous progress education. The central purpose of the project is the establishment of a Regional Consortium featuring a highly individualized continuous progress program of instruction, a learning management system which bases student progress on performance instead of time, a curriculum precisely articulated with feeder schools making up the Region and permitting all students within the Region the maximum flexibility in meeting their educational needs.

The Learning Activity Packages were developed during in-service workshops attended by teachers, counselors and administrators. They have been field-tested voluntarily by the developers with excellent results. Title III evaluations are "superior with no discernible weaknesses".

The need for these materials was established initially by an Arthur D. Little study in 1969. From that study the following philosophy for this effort has evolved:

1. To ensure that each student will make continuous progress through courses designed so that significant educational gaps or meaningless duplications are eliminated.
2. To ensure each student the capability of gainful, upwardly mobile employment equipped with a saleable skill, directly upon leaving this first formal educational experience.
3. To ensure each student the capability to continue his education beyond this first formal learning experience in occupational skill training.
4. To ensure each student the capability of judgmental skills whereby he can ascertain for himself what is relevant and what is not; what his next "moves" should include: work, more school, or both. Student educational progress will include an increasing confrontation with the need to make decisions and accept responsibilities.
5. To ensure that each student will graduate at the optimum level of his achievement in language arts, math, science, and social science.
6. To ensure that each student will progress through various courses at a rate appropriate to his ability.
7. To ensure that student evaluation will not convey the ego destroying concept of "failure" when a temporary educational impasse is met. The "zero-reject" model of counseling, recycling and redirecting will help the student gain an insight to himself and his limitations.

STATE
SUBMITTING
ABSTRACT

Name of State
Massachusetts

Agency
CEDIS - Career Education Dissemination Services

Address
117 Perry Street

Lowell, Massachusetts 01852
Phone AC/

IL 000 247

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Introduction to Vocations

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Margaret Blair, Director
Introduction to Vocations Program
New Jersey State Department of Education
Division of Vocational Education
Trenton, New Jersey

Gordon F. Law, Jr.
Career Education Curriculum Specialist
Vocational-Technical Curriculum Laboratory
Rutgers University, New Brunswick, New Jersey

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	500+ Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 7.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ED 069 919/ VT 015 600

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Aimed at facilitating career development, this book contains material which may be used as a text for student instruction. It is also intended to be used as a guide to assist the teacher and coordinator of the program. Contains the following cycles: Know Yourself Cycle, Environmental Cycle, Health and Environmental Careers Cycle, Mechanical Contracting Cycle, Science-Engineering-Technology Cycle, Small Business Cycle, Textile Cycle, Transportation Cycle, and the following mini-cycles: Bookkeeping, Beauty Culture, Business Education, Careers in Advertising, Florist-Horticulture, Graphic Arts, Measurement, Police Careers, and United States Coast Guard. Punched for 3-hole binder.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

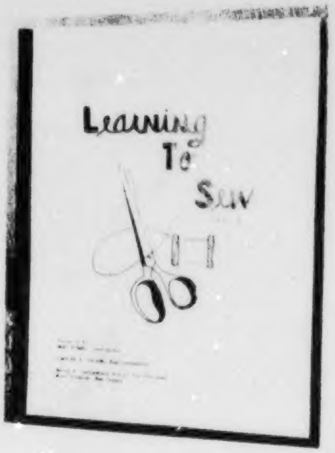
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 248

TITLE OF MATERIALS Learning to Sew - Part II

Date developed and/or revised: June 1970



NAME OF DEVELOPER(S)

Mary Funari, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

Hardcopy	Paper Bound	Video Tape	Film	Slides & Film Strips
___ Pages	194 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ED 052 390/ VT 011 667

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the second part of a two-part series that is a very basic introduction to sewing. The lessons include illustrations and descriptions of the basic processes. Designed for use in a school for the deaf, there is no assumption that the student has mastered vocabulary or basic sewing skills. Part II contains the last seven units of the text. Topics covered are seam finishes, hemming stitches, suggested projects, commercial patterns, common and special construction skills, and serving equipment. Assignments and vocabulary sections are provided in the back of the book.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 249

TITLE OF MATERIALS

Learning to Sew - Part I

Date developed and/or revised: June 1970

Learning
To
Sew

NAME OF DEVELOPER(S)

Mary Funari, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 156 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number ED 052 390/ VT 011 666

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the first part of a two-part series that is a very basic introduction to sewing. The lessons include illustrations and descriptions of the basic processes. There is no assumption that the reader has mastered the vocabulary and basic sewing skills. The ten units in Part I present information about hand tools, measurement stitches, sewing machine adjustments, machine care and use of the machine in sewing seams. Assignments and vocabulary sections are provided in the back of the book for the slower student.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 250

TITLE OF MATERIALS

About Typewriting

Date developed and/or revised: July 1968

NAME OF DEVELOPER(S)

Raymond F. Pieslak, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

ABOUT
TYPEWRITING

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 152 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain ___

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $___) ☐ Free ☒ ERIC Number ED 034 074

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This book has been designed to provide related material to beginning typing students. Content areas include such topics as measurements, parts of the typewriter, signs and symbols, centering, tabulations, rough draft symbols, manuscripts, and typewriting vocabulary. It can serve as a student reference manual and provides many of the hints a teacher attempts to fit into class presentation.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

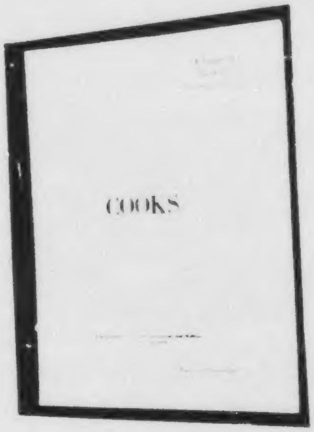
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 251

TITLE OF MATERIALS Cooks - A Suggested Guide for a Training Course

Date developed and/or revised:



NAME OF DEVELOPER(S)

Blanche E. Dornfield, Instructor
Middlesex Vocational-Technical High School
Woodbridge, New Jersey

Elaine P. Dickinson, Chief Dietitian
Perth Amboy General Hospital
Perth Amboy, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	111 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This training course guide details learner characteristics, units of instruction, as well as actual teaching considerations such as facilities, lesson plans, and evaluation. Also included are a listing of visual aids, a bibliography, and a series of nine appendices.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

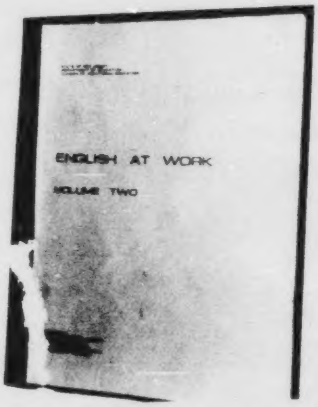
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 252

TITLE OF MATERIALS English at Work - Volume Two

Date developed and/or revised: December 1970



NAME OF DEVELOPER(S)
Benjamin Shapiro, Director
Vocational-Technical Curriculum Laboratory
Rutgers University

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 224 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The second volume of a two-volume set of English materials for students who plan to work after high school. The format and examples are designed to motivate the vocational student as well as be appropriate for young adults. The table of contents lists six units: Written Correspondence, Vocabulary Building, Punctuation, Straight Thinking, Industrial and Business Forms, Job Planning.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

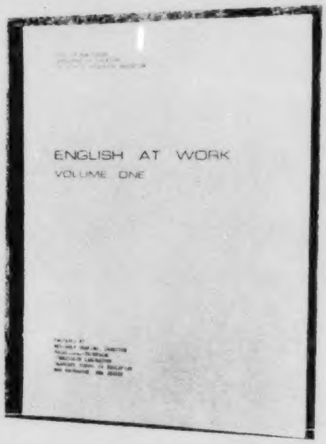
Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 253


ENGLISH AT WORK
VOLUME ONE

TITLE OF MATERIALS

English at Work - Volume I

Date developed and/or revised: December 1970

NAME OF DEVELOPER(S)

Benjamin Shapiro, Director
Vocational-Technical Curriculum Laboratory
Rutgers University

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 248 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A text written for the high school student who plans to go to work upon graduation. The format and examples are designed to motivate the vocational student, and are also appropriate for young adults. The table of contents lists ten units: The Role of Language, The Dictionary, The Sentence, Written Expression, Common Mistakes, Reading, The Newspaper, The Library, Expressing Yourself, and Spelling.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

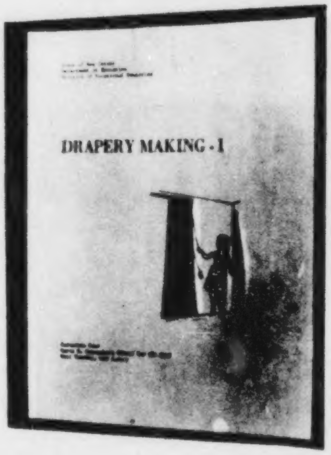
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 254

TITLE OF MATERIALS Drapery Making - I

Date developed and/or revised: April 1970



NAME OF DEVELOPER(S)

Catherine Kane, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 196 Pages
☐ Video Tape ____Minutes ____B & W ____Color ____Size
☐ Film ____Minutes ____B & W ____Color ____Size
☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number ED 053 339/ VT 012 649

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Drapery Making I is a basic introductory text for students entering drapery making as a vocation. Since the book was written for use at the Marie Katzenbach School for the Deaf, communications problems were given prime consideration. The authors considered a wide range of detail often left out of books. The vocabulary was kept as simple as possible. Each technical term is defined in the vocabulary section of the lesson in which it is introduced. There is an assignment at the end of each lesson. A glossary is included. An achievement test is provided for each unit of study.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 255

TITLE OF MATERIALS
Introduction to Boiler Operation - A First Year Text

Date developed and/or revised: July 1973

NAME OF DEVELOPER(S)
William E. Green, Instructor
Camden County Vocational-Technical School
Sicklerville, New Jersey

INTRODUCTION
TO
BOILER OPERATION

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 87 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This book breaks down the first year's work in stationary engineering into 53 brief, simple lessons, each with a set of questions to be answered, and some with shop assignments. Covers all the pipeline systems, valves, boiler parts, and water-column parts, the feedwater system and treatment, steam system, fuels and combustion, and meters and gages. Illustrations are extensively used.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

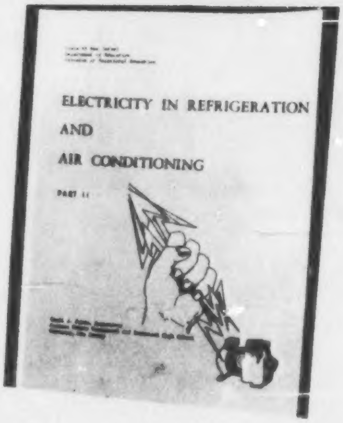
MATERIALS ABSTRACT

IL 000 256

TITLE OF MATERIALS

Electricity in Refrigeration and
Air Conditioning - Part II

Date developed and/or revised: March 1968


ELECTRICITY IN REFRIGERATION
AND
AIR CONDITIONING
PART II

NAME OF DEVELOPER(S)

Kamil J. Faris, Instructor
Passaic County Vocational-Technical High School
Paterson, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	200 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teache
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 3.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the second part of a two part series that covers all aspects of electricity in refrigeration. Topics covered are temperature and pressure controls, time controls, solenoids, safety switches, magnetic starters, wiring circuits, three phase wiring, electrical tests, terminal identification, trouble shooting, and instruments.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 257

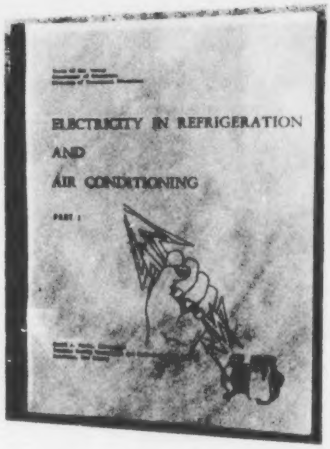
TITLE OF MATERIALS

Electricity in Refrigeration and
Air Conditioning - Part I

Date developed and/or revised: March 1968

NAME OF DEVELOPER(S)

Kamil J. Faris, Instructor
Passaic County Vocational-Technical High School
Paterson, New Jersey


ELECTRICITY IN REFRIGERATION
AND
AIR CONDITIONING
PART I

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
248 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $3.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the first part of a two part series that covers all aspects of electricity in refrigeration. Covered in this first part are nine units with the following titles: Shop Adjustment, Safety, Compressors, Motors, Electric Power, Fuses, Motor Compressor Components, Capacitors, and Relays.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

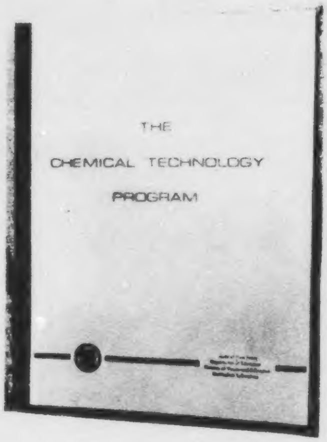
MATERIALS ABSTRACT

IL 000 258

TITLE OF MATERIALS

The Chemical Technology Program

Date developed and/or revised: June 1972



NAME OF DEVELOPER(S)

Walter Brown, Assistant Director
Vocational-Technical Curriculum Laboratory
Rutgers University

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 89 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number ED 067 508

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A manual designed to assist a school which is planning or already offering a chemical technology program. It will help the superintendent who is investigating the advantages and disadvantages of such a program. The chemical technology teacher will find the document useful in many ways. Its table of content lists the following: Introduction to Chemical Technology; Who should study Chemical Technology?; Description of a Chemical Technology Instructor; Job Analysis; Behavioral Analysis; The Lab and its equipment; Exams for pre-placement; Teaching Outlines.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 259

TITLE OF MATERIALS
Workbook for Dental Records
Date developed and/or revised: 1970

NAME OF DEVELOPER(S)
Corinne K. Carpenter, Instructor
Essex County Vocational-Technical High School
East Orange, New Jersey

Margaret E. Wolfe, Instructor
Bergen County Vocational-Technical School
Hackensack, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound 279 Pages
☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size
☐ Film ___ Minutes ___ B & W ___ Color ___ Size
☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:
By whom:
Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No
Explain

PROVISIONS FOR ACQUIRING MATERIALS:
☒ Purchase (Unit cost $ 4.00) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number ED 059 407/ VT 012 977
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Explanation of records, preparation and importance. Some topics covered are recall records, appointments, daily and monthly reports, statements and collections bookkeeping. Almost any form that a dental assistant might encounter is included with illustrations and instructions for completion as well as a blank form for the student to complete.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 260

TITLE OF MATERIALS Mathematics for Cosmetology - Part I

Date developed and/or revised: 1971

NAME OF DEVELOPER(S)
Mabel Latino, Instructor
Bergen County Vocational-Technical High School
Hackensack, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 175 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number ED 030 770/ VT 006 226

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the first part of a two part mathematics series whose main objective is to offer a thorough course in the basic fundamentals of mathematics as applied to cosmetology. Units covered are whole numbers, fractions, decimals and percentage. Lessons are taught in the context of the trade. Each unit contains relevant problems and includes an achievement test at the end of each unit.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 261

TITLE OF MATERIALS Mathematics for Cosmetology - Part II

Date developed and/or revised: 1971

NAME OF DEVELOPER(S)
Mabel Latino, Instructor
Bergen County Vocational-Technical High School
Hackensack, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound 167 Pages
☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size
☐ Film ___ Minutes ___ B & W ___ Color ___ Size
☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS. ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $2.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ED 030 770/ VT 006 226
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the second part of a two part series that relates mathematics to the trade. The units in this part are ratio and proportion, measurement, taxes, insurance, and accounts. Each unit has trade relevant problems as well as an achievement test. Also included in this part is a final examination and a bibliography.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 262

TITLE OF MATERIALS

The Art of Sewing

Date developed and/or revised: April 1970

NAME OF DEVELOPER(S)

Yvonne M. Hillinger, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	248 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number ED 052 390/ VT 011 569

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A basic but thorough book, presenting material covered normally in a vocational sewing curriculum. The range and content of this text is indicated by the titles of the eleven units: Basic Information, Handsewing, Stitches, Seams, Hems, Bias Binding, Facings, Inserts and Appliques, Buttonholes, Pockets, and Plackets. All new information is illustrated. There are assignments at the end of each lesson.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

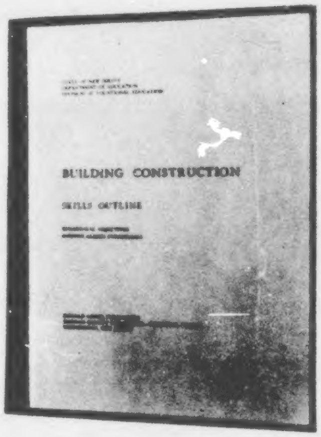
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 263

TITLE OF MATERIALS
Building Construction - Skills Outline
Date developed and/or revised: March 1973

NAME OF DEVELOPER(S)
Donald Gross, Instructor
Warren County Vocational-Technical School
Washington, New Jersey



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
37 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

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Explain ____

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

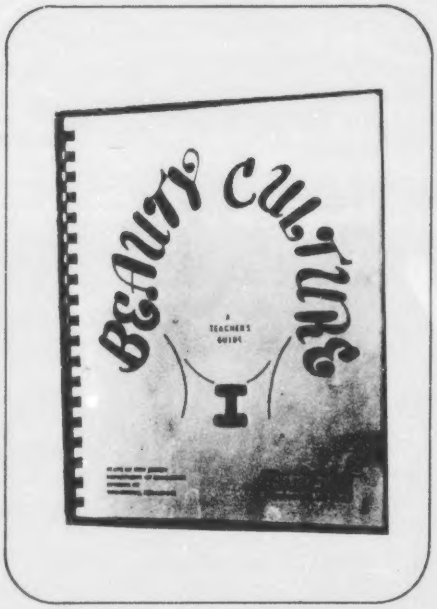
An outline of skills required in the building construction field, specifically in masonry, carpentry, roofing, sheet metal and general contracting. The outline is expressed in behavioral terms and is useful for individualized instruction. It is designed for a two-year program.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 264

TITLE OF MATERIALS Beauty Culture - A Teachers Guide

Date developed and/or revised: June 1973

NAME OF DEVELOPER(S)
Dorothy S. Mankiw and Michael A. Elefante
Instructors, Union County Vocational Center
Scotch Plains, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	501 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x) No

If Yes, Please Fill Out This Section

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 6.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication provides a complete course outline for the first semester of a four semester course in Beauty Culture. All lessons are outlined in detail, including the advance preparation needed. Teaching tips are included in many instances, a space for the teacher's own tipe in other instances. Student activities are also outlined and include quizzes.

The latter sections of the book include a suggested weekly plan book, combining theory lessons, lab practice, and tests. Thirty-nine handout sheets are included, 107 transparency masters, and 17 tests, plus copies of the tests with the answers filled in.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

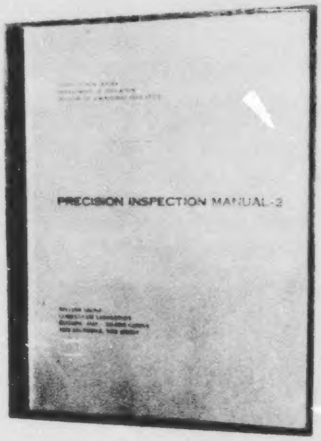
MATERIALS ABSTRACT

TITLE OF MATERIALS Precision Inspection Manual - 2

Date developed and/or revised: October 1963

NAME OF DEVELOPER(S)

William Grohe
Vocational-Technical Curriculum Laboratory
Rutgers University



PRECISION INSPECTION MANUAL-2

IL 000 265

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 145 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

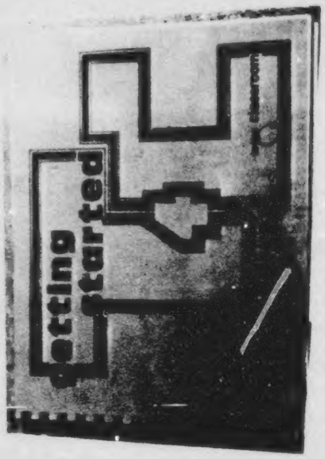
The second of a two book series, this book introduces the student to vernier measuring instruments and precision gage blocks. Also included are achievement tests, a glossary, and references. It is well illustrated with line drawing and photographs of the various instruments covered.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 266

TITLE OF MATERIALS

Getting Started in the Classroom -
Technology for Children

Date developed and/or revised: Summer 1973

NAME OF DEVELOPER(S)

Fred Dreves, Director
Kenneth Charlesworth, Associate Director
Technology for Children Program
State Department of Education
Division of Vocational Education
Trenton, New Jersey

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	114 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 5.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A teacher's guide to accompany an orientation workshop which introduces teachers to the Technology for Children workshop. The guide offers ideas and suggestions for teachers as they work with children. Strategies are suggested for beginning and continuing any piece of work. Illustrated idea-problems are suggested as ways into learning. They follow and extend the workshop experience. Resource suggestions and a follow-up response survey are included.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 267

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS
Pre Vocational and Vocational Education
for The Trainable Mentally Retarded
Newark Board of Education

Date developed and/or revised:

NAME OF DEVELOPER(S)
Samuel Berliner

Gregory Buontempo

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☒ Video Tape	☒ Film	☐ Slides & Film Strips
____ Pages	18 Pages	20 Minutes	5 Minutes	____ Color
		X B & W	____ B & W	____ B & W
		____ Color	X Color	____ Frames
		____ Size	16MM Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☒ Other (5-20 Yrs. TMR)

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain Newark Board of Education developed material after initial proposal

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Samuel Berliner
JFK School, Newark

Gregory Buontempo
~~New Jersey State Department of Education~~
Trenton, N.J. 08625

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

(1) This curriculum was developed after a program of Occupational Education for trainable Mentally Retarded. (Employment Orientation) was started at John F. Kennedy School in Newark.

(2) The program was established to give the T.MR person realistic placement after their school years.

(3) The material was originally developed by the instructors in the program who were familiar with the TMR and their needs occupationally. Advisory Councils also assisted in the program development.

(4) The program has been in operation since 1968 and students have been placed.

(5) This program has increased placement of T.M.R. youngsters in sheltered employment.

Note: Presentation on program will benefit individuals concerned with the education handicapped youngsters.

Mr. Samuel Berliner (201) 733-6788.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 268

TITLE OF MATERIALS
County Coordination of Career Education
Date developed and/or revised:

NAME OF DEVELOPER(S)
Dr. William Wenzel- Deputy Assistant
Commissioner of Education
N.J. State Department of Education

Mr. Gregory Buontempo, Director
County Career Education Coordinators
N.J. State Department of Education

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☒ Slides & Film Strips
___ Pages	6 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	X B & W
		___ Color	___ Color	91 Frames
		___ Size	___ Size	Audio (X)Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Gregory Buontempo, Director, County Career Education Coordinators
Dr. William Wenzel, Deputy Assistant Commissioner of Education,
Other comment: N.J. State Dept. of Education, Division of Vocational Education

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Publication of New Jersey State Department of Education

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☒ Other Explain Publication, County Career Education Coordinators, film slide presentation department or agency requesting.

TO ORDER, PLEASE CONTACT:

Gregory Buontempo, Director County Career Education Coordinators
N.J. State Department of Education, Trenton, N.J. 08625

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

(1) Concept was developed to coordinate activities between school districts in all phases of career and occupational education.

(2) Need was established through pilot projects in three counties in the state.

(3) After project was in operation for a few years research and field testing information was gathered.

(4) N/A

(5) The success of the project has been the increased awareness on the part of school districts to occupational and career programs.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 269

TITLE OF MATERIALS

Ethnic Hairdressing

Date developed and/or revised: 12/73

NAME OF DEVELOPER(S)

Flora B. Oates, Instructor
Burlington County Vocational-Technical
High School, Mount Holly, New Jersey

Ethnic Hairdressing

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	72 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

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PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $2.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Rutgers - The State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This book features the practical aspects of the art of hairdressing. The lessons provided are meant to give the student a knowledge of the problems encountered in dealing with the many variations in hair, as well as to serve as a foundation for more complex material. Areas covered include professional ethics, sanitary requirements, the nature of hair, disorders, shampooing, hair straightening, curling, setting, cutting, and styling hair. Each unit contains a study guide designed to test learning and stimulate independent thought on the given material.

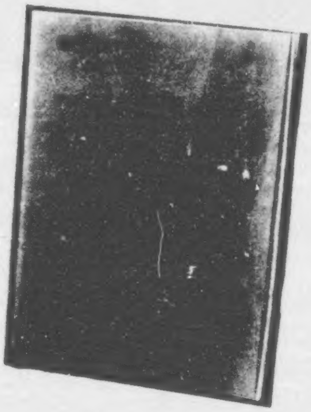
STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 270



TITLE OF MATERIALS

Power Sewing

Date developed and/or revised: 1971

NAME OF DEVELOPER(S)

Yvonne M. Hillinger, Instructor
Marie Katzenbach School for the Deaf,
West Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	261 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 3.00) ☐ Rent (Unit cost $ ____) ☐ Free ☐ ERIC Number ED 013 936

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is a basic, well illustrated text describing sewing machines, threading, adjustments, stitches and manipulation of materials. Good for students with severe reading difficulties, all new words are presented in a vocabulary section. Originally written for deaf students, care is taken to minimize the need for communication skills on the part of the student while at the same time not diluting content material.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

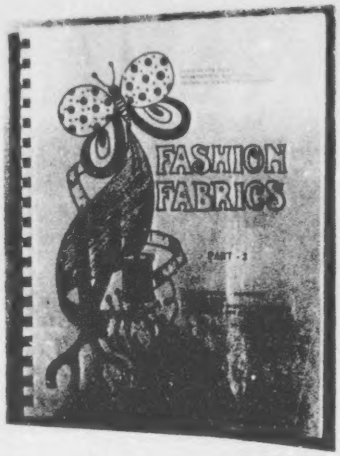
MATERIALS ABSTRACT

IL 000 271

TITLE OF MATERIALS Fashion Fabrics Part 2

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
Marie McDonnell, Instructor
Middlesex Vocational and Technical High School
East Brunswick, New Jersey



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 214 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 4.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This book is Part 2 of a two-book series designed to function as an integrated text and student workbook. It provides background and related information on textile science. Virtually all aspects of wearing-apparel fabrics are covered. Student "hands-on" activities are suggested. Topics covered and illustrated include yarns, weaving, nonwoven fabric construction, fabric finishes, evaluating and fabrics. An equipment and materials list, sources, and bibliography finish this second part.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 272

TITLE OF MATERIALS

Fashion Fabrics - Part I

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Marie McDonnell, Instructor
Middlesex Vocational and Technical High School
East Brunswick, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
174 Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
____B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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COPYRIGHT RESTRICTIONS: ( )Yes (X)No

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 4.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This book is the first part of a 2-part series that is an integrated text and student workbook. It covers related textile science and background information on virtually all aspects of wearing-apparel fabrics. Topics include buying and sewing tips, composition of matter and of textile fibers, yarns, etc. Numerous charts, lists and tests. This book is well illustrated throughout.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

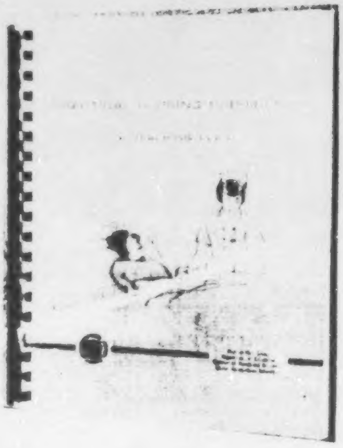
MATERIALS ABSTRACT

IL 000 273

TITLE OF MATERIALS

Practical Nursing Curriculum - A Teaching Plan

Date developed and/or revised: 1973



NAME OF DEVELOPER(S)

Genevieve L. Smith, R.N.
Coordinator/Instructor, Sussex County
Vocational-Technical School

Joan H. Birchenall, Project Director
Director, Health Occupations
Division of Vocational Education
New Jersey State Department of Education
Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 279 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A detailed outline of a full course for practical nurses including 765 class hours and 961 clinical hours. The twelve areas covered are: (1) Body Structure and Function, (2) Personal and Community Health, (3) Working Relationships, (4) Nutrition, (5) Human Growth and Development, (6) Introduction to Drugs and Solutions, (7) Introduction to the Nursing Needs of Patients, (8) Fundamentals of Nursing, (9) Medical-Surgical Nursing, (10) Pediatric Nursing, (11) Obstetrical Nursing, (12) Psychiatric Nursing. For each subject area, the guide includes: content to be covered, numbers of hours suggested, instructors' activities, student activities and assignments, reading references. Each section includes a bibliography and lists of suggested audiovisual aids. Many sections have handout sheets which can be reproduced.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 274

SCIENTIFIC
GLASS
TECHNOLOGY

TITLE OF MATERIALS
Scientific Glass Technology - A Suggested Two-Year Post High School Curriculum

Date developed and/or revised: January 1972

NAME OF DEVELOPER(S)
Faculty of Salem County Technical Institute
Penns Grove, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 101 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

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Other comment:

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☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $ ____) ☐ Free ☐ ERIC Number ED 072 246

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A guide for setting up a two-year post high school course in scientific glassblowing technology, prepared by the faculty and staff of the Salem County Technical Institute under the guidance of an advisory committee consisting mainly of executives of glassware-producing industries. After a general presentation of the various aspects of the industry and the selection and preparation of technicians, the book gives detailed curricula for each of the 20 courses recommended, both technical and general. Included are several tool lists and lists of required equipment, costs, and suppliers. This can be considered an integrated curriculum.

STATE SUBMITTING ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

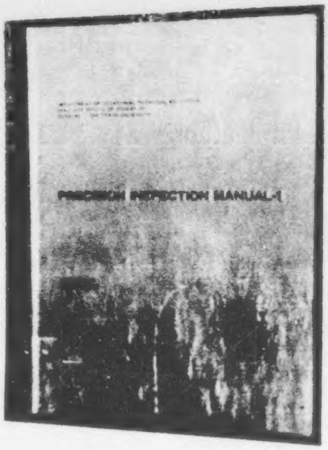
MATERIALS ABSTRACT

IL 000 275

TITLE OF MATERIALS Precision Inspection Manual I

Date developed and/or revised: October 1963

NAME OF DEVELOPER(S)
William Grohe
Vocational-Technical Curriculum Laboratory
Rutgers University
New Brunswick, New Jersey


PRECISION INSPECTION MANUAL-I

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
166 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

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COPYRIGHT RESTRICTIONS: ( )Yes (X)No

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☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ED 083 481/ VT 018 455

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The first of two books, this is a text that introduces everyday precision inspection equipment to the student. Operating instructions are provided including the use of verniers. The student's knowledge is checked with frequent quizzes. There are liberal illustrations for each instrument and its use. Topics covered include steel scales, calipers, dividers, combination squares, surface gages, telescope and ball gages, micrometers.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 276

TITLE OF MATERIALS

CAREER PREPARATION IN AGRICULTURE PRODUCTS (FOOD PROCESSING): A CURRICULUM GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

EDDIE A. MOORE, CURRICULUM SPECIALIST

CAREER EDUCATION IN AGRIBUSINESS,
NATURAL RESOURCES, AND ENVIRONMENTAL
PROTECTION, THE OHIO STATE UNIVERSITY

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 268 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher
☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No THE INTENDED USERS SHOULD BE PROVIDED WORKSHOP OR IN-SERVICE EXPERIENCE IN THE NATURE & USE OF GUIDE.

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT LABORATORY
IN AGRICULTURAL EDUCATION
ROOM 253, AGRICULTURAL ADMINISTRATION BUILDING
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210 614 422-4848

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

THESE MATERIALS GREW OUT OF THE NEED TO IDENTIFY THE EDUCATIONAL EXPERIENCES MOST APPROPRIATE FOR CAREER DEVELOPMENT IN AGRIBUSINESS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION. THE AGRIBUSINESS HAD SEVERAL EMERGING PROGRAM AREAS INCLUDING AGRICULTURAL PRODUCTS (FOOD PROCESSING), WHERE OCCUPATIONAL COMPETENCIES AND THE RELATED CURRICULUM HAD NOT BEEN WELL DEFINED AT THE VOCATIONAL CAREER PREPARATION LEVEL.

THIS GUIDE IS DESIGNED TO ANSWER THE MORE BASIC QUESTIONS OF CURRICULUM PLANNING AND DEVELOPMENT -- WHAT SHOULD BE TAUGHT, AND TO SOME DEGREE, HOW AND WITH WHAT RESOURCES. IT IS NOT INTENDED TO TEACH FROM, NOR TO BE USED AS AN AID TO ALL WHO ARE INVOLVED IN THE CURRICULUM PLANNING PHASES PRIOR TO CLASSROOM INSTRUCTION.

FOR ADMINISTRATORS AND OTHERS WHO MUST MAKE DECISIONS CONCERNING FACILITIES OR EQUIPMENT, THERE ARE GUIDELINES TO SPECIFICATIONS. FOR GUIDANCE COUNSELORS OR OTHERS WORKING WITH STUDENTS ON CAREER DECISIONS, INFORMATION IS PROVIDED CONCERNING OCCUPATIONS AND THE TYPE OF COMPETENCIES AND CHARACTERISTICS NEEDED BY THE WORKERS FOR THESE OCCUPATIONS. FOR THE CURRICULUM SPECIALIST, TEACHER EDUCATOR, STATE SUPERVISOR, OR OTHERS RESPONSIBLE FOR DETERMINING INSTRUCTIONAL CONTENT AND PREPARING TEACHERS TO CONDUCT INSTRUCTIONAL PROGRAMS, THE GUIDE DEFINES THE NEEDS OF THE STUDENTS IN TERMS OF TERMINAL PERFORMANCES. ALL OTHER INSTRUCTIONAL RESOURCES ARE BASED UPON THE TERMINAL PERFORMANCE OBJECTIVES FOR THE STUDENTS. THE GUIDES ARE BASED UPON TERMINAL PERFORMANCES NEEDED BY ENTRY LEVEL EMPLOYEES IN THE AGRICULTURAL PRODUCTS (FOOD PROCESSING) OCCUPATIONS. THE TERMINAL PERFORMANCES, WHICH ARE COMMON TO MOST AGRICULTURAL PRODUCTS (FOOD PROCESSING) PROGRAMS ACROSS THE COUNTRY, WERE SELECTED AS A BASIS FOR THE CURRICULUM.

THE GUIDE INCLUDES THREE OCCUPATIONAL SUBGROUPS WITHIN THE AGRICULTURAL PRODUCTS (FOOD PROCESSING) AREA COVERING MEAT, MILK PROCESSING, AND FRUITS AND VEGETABLES PROCESSING. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

THE INSTRUCTIONAL UNITS WERE REVIEWED BY CURRICULUM DEVELOPERS, TEACHERS, AND INDUSTRY PERSONNEL THROUGHOUT THE UNITED STATES DURING THE DEVELOPMENTAL PHASES OF THE GUIDE. COPIES WILL BE AVAILABLE JUNE 15, 1974, AND WILL BE FIELD-TESTED DURING 1974-76 WITH TEACHERS TO DETERMINE ITS USEFULNESS AND ADEQUACY IN ASSISTING THEM IN MAKING INSTRUCTIONAL DECISIONS, AND WITH STUDENTS TO DETERMINE THE RELATIONSHIP BETWEEN STUDENT ACHIEVEMENT ON MATERIAL COVERED IN SELECTED INSTRUCTIONAL UNITS AND THE ADEQUACY AND USEFULNESS OF THE GUIDE FOR INSTRUCTIONAL DECISION-MAKING.

STATE SUBMITTING ABSTRACT

Name of State OHIO

Agency OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT
LABORATORY IN AGRICULTURAL EDUCATION
253 AGRICULTURAL ADMINISTRATION BUILDING

Address THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210

Phone AC/ 614 422-4848

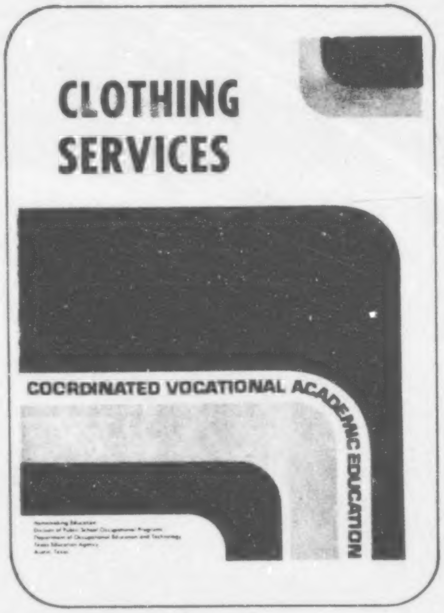
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS: Clothing Services

Date developed and/or revised: Spring, 1974

NAME OF DEVELOPER(S): Home Economics Instructional Materials Center



IL 000 277

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound approx. 300 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Home Economics Instructional Materials Center staff

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ to be announced) ☐ Rent (Unit cost $__________) ☐ Free ☒ ERIC Number not yet assigned

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Home Economics Instructional Materials Center
Box 4067
Texas Tech University
Lubbock, Texas 79409

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Clothing Services is designed for use in the Coordinated Vocational Academic Education Program (CVAE) in Texas which focuses upon needs of in-school youth with special learning needs. These students may possess academic, socio-economic, or other handicaps which prevent them from succeeding in traditional educational endeavors. The CVAE program includes academic and vocational instruction that provide opportunities for achieving a saleable vocational skill. Clothing services is one of the designated areas of instruction which can be included in the home economics phase of the program.

Concepts developed in the Clothing Services guide include sewing tools and equipment, sewing skills, custon clothing construction, assembly line production, alteration and repair, laundering and drycleaning, and packing and storing clothes. Numerous suggestions are given for laboratory projects which simulate actual work experiences.

For each major concept a justification for study and overall objectives are included. The subconcepts are developed with key ideas or generalizations, words to know, behavioral objectives, learning and evaluation experiences, and teaching aids.

Words to know are included to alert the teacher to new works which the student must learn to comprehend the concepts presented. Behavorial objectives and learning and evaluative experiences are written in student terms. Behavioral objectives are written in all three domains (cognitive, affective, and psychomotor). Learning and evaluative materials are designed to minimize reading required of students. All information included for the student is tested for a low reading level. A separate reference list including books, pamphlets, periodicals, and audio/visual aids accompanies the guide.

Experienced CVAE teachers participated in writing the materials to insure their relevance to student needs. An advisory committee system was also used in developing the guide. It included the homemaking education staff of texas Education Agency, employers and employees, experienced CVAE teachers, subject matter specialists, the chairman of home economics education at Texas Tech University and the Home Economics Instructional Materials Center staff. The advisory committee, and individuals selected as needed, reviewed the preliminary materials to verify their completeness and accuracy and made suggestions for changes, additions, and revisions. Final drafts of materials were reviewed by the chairman of Home Economics Education, Texas Tech University, a subject matter specialist, and the homemaking education staff of Texas Education Agency to insure the quality and relevance of the materials to the CVAE program.

STATE SUBMITTING ABSTRACT

Name of State	Texas
Agency	State Education Agency
Address	201 East Eleventh Street
	Austin, Texas 78701 — Phone AC/ 512/475-2585

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 278

INDUSTRIAL COOPERATIVE TRAINING

A Handbook for
Public School Administrators

TITLE OF MATERIALS: INDUSTRIAL COOPERATIVE TRAINING
A HANDBOOK FOR SCHOOL ADMINISTRATORS

Date developed and/or revised: 1973

NAME OF DEVELOPER(S): Compiled by
Wyley Mauldin and Others

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	41 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher
☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE ☒ Teacher Educator (x pre-service x in service) ☒ Classroom Teacher
☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Division of Curriculum Development
Dept. of Education-Vocational-Technical Div.
Education Bldg., Capitol Complex
Santa Fe, New Mexico 87501

OR

Trade & Industrial Teacher Education
Eastern New Mexico University
Portales, New Mexico 88130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The handbook was designed to assist coordinators, counselors and administrators in implementing and operating ICT programs. The handbook was developed by ICT Coordinators and was field-tested during development.

Sample units include Program Definition, Purpose of ICT, Credits, Slating a program, Role of the Administrator, Role of the Counselor, etc.

STATE
SUBMITTING
ABSTRACT

Name of State	NEW MEXICO
Agency	Department of Education Vocational-Technical Div.
Address	~~Education Building~~ Capitol Complex Santa Fe, New Mexico 87501
Phone AC	(505) 827-2966

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

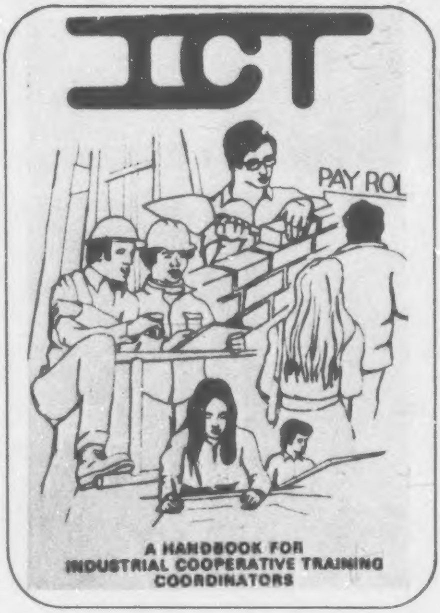
INDUSTRIAL COOPERATIVE TRAINING

A Handbook for Industrial Cooperative Training Coordinator

Date developed and/or revised:

NAME OF DEVELOPER(S)

Compiled by Mr. Wyley Mauldin and others



IL 000 279

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
104 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 3.50) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Director of Curriculum Development
Department of Education
Vocational Technical Division
~~Education Building - Capitol Complex~~
Santa Fe, New Mexico 87501

or

T&I Teacher Education
Eastern New Mexico University
Portales, New Mexico 88130

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The handbook was designed to assist coordinators, counselors and administrators in implementing and operating ICT programs. The handbook was developed by ICT Coordinators and was field-tested during development.

Sample units include - Program Definition, purpose, work experience vs I.C.T., relationship of I.C.T. to total education program, credits, characteristics of an I.C.T. coordinator, student selection, public relations, selection of training stations, training plans, related classroom organization.

STATE
SUBMITTING
ABSTRACT

Name of State	NEW MEXICO
Agency	Department of Education Vocational-Technical Division Education Building
Address	Capitol Complex Santa Fe, New Mexico 87501
Phone AC/	505-827-2966

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

A CURRICULUM MANUAL
BASIC ELECTRONICS
NEW MEXICO STATE DEPARTMENT OF EDUCATION
VOCATIONAL-TECHNICAL DIVISION

IL 000 280

TITLE OF MATERIALS Basic Electronics I

Date developed and/or revised: 1973 - August

NAME OF DEVELOPER(S)
Dr. Paul Robertson
Mr. George Amsbary

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	500 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain Student $4.00
Teacher $15.00

TO ORDER, PLEASE CONTACT:

Director, Curriculum Development
Department of Education
Vocational Technical Division
Education Building - Capitol Complex
Santa Fe, New Mexico 87501

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The manual was developed for the first year Basic Electronics for 11th grade, three-hour block T&I programs to give basic skills and knowledge in Electronics. The manuals were developed by an advisory committee composed of industrial and teacher personnel and written by an Electronic training representative for industry. All units were field tested as they were developed. Unit topics are as follows: Basic Principles of Electricity/Electronics, Fundamentals of DC Current, Fundamentals of AC current, Test & Measuring Equipment, etc.

STATE SUBMITTING ABSTRACT

Name of State	New Mexico
Agency	Department of Education - Vocational Technical Division
Address	Education Building - Capitol Complex
	Santa Fe, New Mexico Phone AC/ 505-827-2966

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

A CURRICULUM MANUAL

OFFICE EDUCATION

NEW MEXICO STATE DEPARTMENT OF EDUCATION
VOCATIONAL-TECHNICAL DIVISION

IL 000 281

TITLE OF MATERIALS OFFICE EDUCATION I

Date developed and/or revised. 1973 AUGUST

NAME OF DEVELOPER(S)
Elmerine Everett
George Amsbary

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	200 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain Student $3.00
Teacher $12.00

TO ORDER, PLEASE CONTACT:

Division of Curriculum Development
Department of Education - Vocational-Technical Div.
Department of Education Bldg., Santa Fe, N.M. 87501

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The materials were developed for the first year, one (1) hour office practice program for 11th grade students to give an over-all introduction into Office Education skills and knowledge. The manuals were developed through the use of an advisory committee composed of business and education personnel with the units being field-tested as they were developed.

Unit topics include Office Education, Youth Organization, Human Relations, Filing, Office Math and Money Management, Communications, Data Processing, Applying for a job, etc.

STATE
SUBMITTING
ABSTRACT

Name of State NEW MEXICO

Agency Department of Education
Vocational-Technical & Adult Ed.

Address ~~Education Building - Capitol Complex~~
Santa Fe, New Mex. 87501

Phone AC/ (505) 827-2966

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

A CURRICULUM MANUAL
HOSPITALITY EDUCATION
NEW MEXICO STATE DEPARTMENT OF EDUCATION
VOCATIONAL-TECHNICAL DIVISION

IL 000 282

TITLE OF MATERIALS HOSPITALITY EDUCATION

Date developed and/or revised: Aug. 1973

NAME OF DEVELOPER(S) Audrey Geis
George Amsbary

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	200 Pages	___Minutes	___Minutes	___Color
		___B & W	___B & W	___B & W
		___Color	___Color	___ Frames
		___Size	___Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $______) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain Student $3.00
Teacher $12.00

TO ORDER, PLEASE CONTACT:

Director of Curriculum Development
Department of Education - Vocational-Technical Division
Education Building, Capitol Complex, Santa Fe, New Mex. 87501

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The manual was developed for grades 11 or 12th to train persons for employment in the hospitality industry. The manual was developed by hospitality and education personnel and was field tested in hospitality programs during its development. Sample units include, Introduction to Hospitality, Personal appearance, Food and Beverage Services, Front Office, housekeeping, Applying for a job, etc.

STATE
SUBMITTING
ABSTRACT

Name of State NEW MEXICO

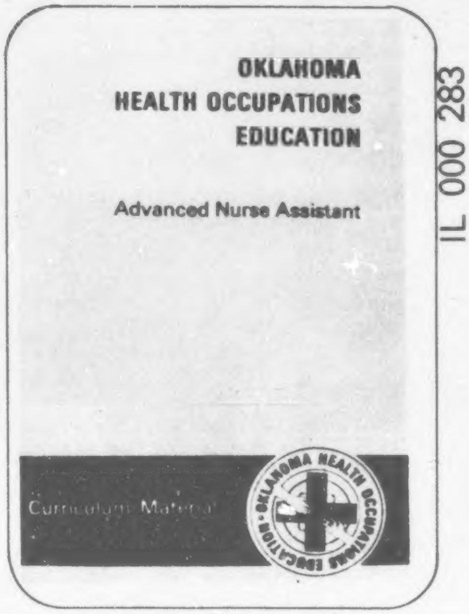
Agency State Department of Education Bldg.
Vocational-Technical Division

Address Capitol Complex
Santa Fe, New Mex. 87501

Phone AC/ (505) 827-2966

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



OKLAHOMA
HEALTH OCCUPATIONS
EDUCATION

Advanced Nurse Assistant

Curriculum Material

IL 000 283

TITLE OF MATERIALS: ADVANCED NURSE ASSISTANT - A COURSE OF STUDY

Date developed and/or revised: 1971

NAME OF DEVELOPER(S):
Oklahoma State Department of Vocational and
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
379 Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
____B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number ED 067 490/ VT 014 950
☐ Other Explain

TO ORDER, PLEASE CONTACT:

State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This program is a 30-hour advnaced course of instruction for nurse assistants. It is designed to prepare selected, qualified personnel to assume greater responsibility for patient care. These assistants will serve under the immediate supervision of a registered professional or licensed practical nurse.

The Advanced Nurse Assistant Curriculum includes four areas. They are:

- I. Orientation
- II. Medical Asepsis
- III. Admission and Ante-Partum Care
- IV. Emergency Care

Each area consists of one or more units of instruction. Each instructional unit includes behavioral objectives (terminal and specific), suggested activities for teacher and students, information sheets, assignment sheets, job sheets, student demonstration sheet, progress chart, a test, and answers to the test.

Upon completing this course, the senior nurse assistant will be qualified to assist professional staff with the care of patients in hospitals, nursing homes, rehabilitation centers, clinics, public health agencies, health centers, and private medical or dental offices.

STATE SUBMITTING ABSTRACT

Name of State Oklahoma

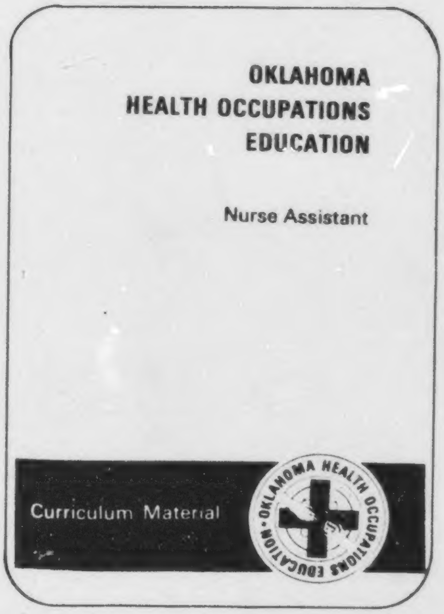
Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
HEALTH OCCUPATIONS
EDUCATION

Nurse Assistant

Curriculum Material

IL 000 284

TITLE OF MATERIALS: NURSE ASSISTANT - A COURSE OF STUDY

Date developed and/or revised: 1971

NAME OF DEVELOPER(S):
Oklahoma State Department of Vocational-Technical Education, Curriculum and Instructional Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 439 Pages
☐ Video Tape ____Minutes ____B & W ____Color ____Size
☐ Film ____Minutes ____B & W ____Color ____Size
☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section.

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number ED 059 407/ VT 013 289
☐ Other Explain

TO ORDER, PLEASE CONTACT:

State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This Nurse Assistant Curriculum provides the basic, pre-service tasks taught for entry level employment. Upon completion of this course, the assistant will qualify to help with the care of patients under the direction and supervision of a registered professional nurse or, in some instances, a licensed practical nurse.

This publication includes instructional units, each of which contain behavioral objectives, suggested activities, information sheets, job sheets, visual aids, additional references, a test, and answers to the test. The units included are:

I. Orientation of the Nurse Assistant
II. The Patients' Basic Needs
III. The Patients' Particular Needs
IV. Patients' Special Needs

A person who has successfully completed this curriculum may be employed in hospitals, nursing homes, rehabilitation centers, clinics, public health agencies, health centers, and private medical or dental offices.

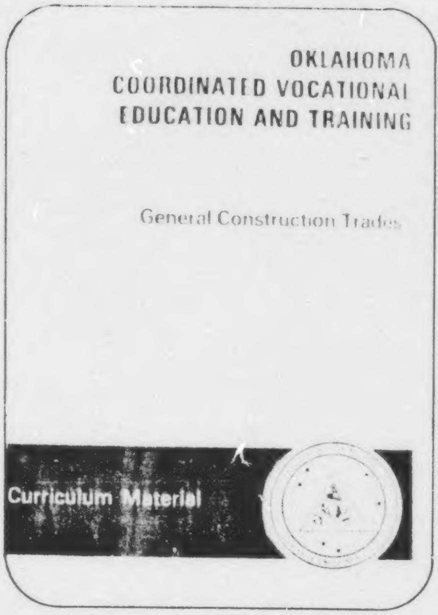
This program is a prerequisite to the advanced course of study (Advanced Nurse Assistant - Course of Study - 1971).

STATE
SUBMITTING
ABSTRACT

Name of State	Oklahoma
Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
Address	1515 W. 6th Street Stillwater, Oklahoma 74074
	Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
COORDINATED VOCATIONAL
EDUCATION AND TRAINING

General Construction Trades

Curriculum Material

IL 000 285

TITLE OF MATERIALS GENERAL CONSTRUCTION TRADES

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	504 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $10.00) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number ED 063 502/VT 014 526
☐ Other Explain

TO ORDER, PLEASE CONTACT:
State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

General Construction Trades Curriculum material was developed to prepare students for employment in the construction trades cluster.

The objectives of the program are:

1. To provide students with vocational education, preparing them for gainful employment in jobs requiring semi-skilled knowledge and training, or through preparation in this program, prepare these students to enter regular high school or area vocational school programs.
2. To provide students with related curriculum that departs from traditional methods of teaching at a level where they can succeed.

This curriculum is one of six programs in career education. It is a part of the Coordinated Vocational Education and Training (CVET) for Disadvantaged and Handicapped Youth Program. It was designed by the State Department of Vocational and Technical Education for students with special learning needs. It is intended for in-school youth possessing academic, socio-economic, or other handicaps to such an extent as to prevent them from succeeding in traditional educational endeavors. The program provides for a combination of vocational and modified related instruction in the fields of math, English, and social studies.

The General Construction Trades Curriculum includes the following areas of study: Safety, Basic Measurement, Becoming a Good Leader, Selecting and Caring for Lumber, Composition of Concrete, Introduction to Plumbing, Brush Painting, and Fundamentals of Electricity. Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, assignment sheets, job sheets, visual aids, tests, and answers to the test. Units are planned for more than one lesson or class period of instruction.

STATE
SUBMITTING
ABSTRACT

Name of State
Oklahoma

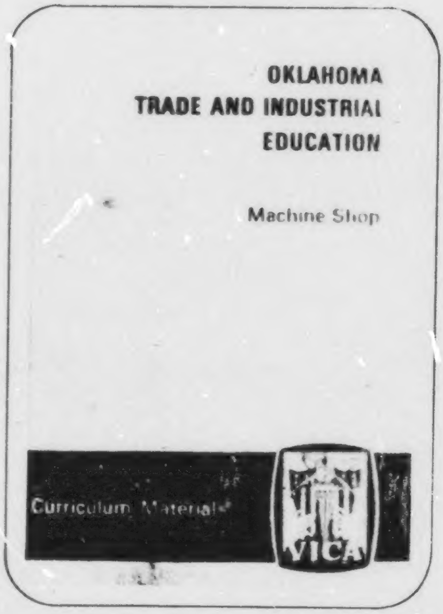
Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
TRADE AND INDUSTRIAL
EDUCATION

Machine Shop

Curriculum Materials

VICA

IL 000 286

TITLE OF MATERIALS MACHINE SHOP

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-Technical Education, Curriculum and Instructional Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Page

☒ Paper Bound 684 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

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By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

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PROVISIONS FOR ACQUIRING MATERIALS:

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TO ORDER, PLEASE CONTACT:
State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

With the help of experienced teachers, state department staff, and teacher educators, an analysis of the machinist profession was made. From this analysis, guidelines and methods of presenting a basic curriculum for instruction in the machine tool industry was outlined. This same advisory committee reviewed the entire manual, unit by unit, and approved the material as being current and relevant to the basic machinist industry.

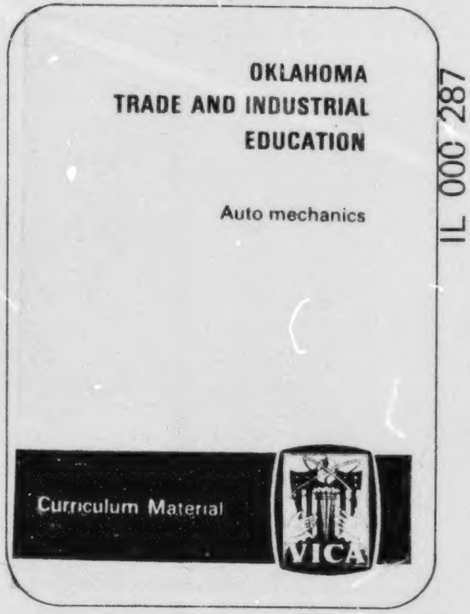
Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package, including 16 units of instruction, such as: Orientation and Safety, Materials and Heat Treatment, Measuring Tools, Cutting Tools, and Machine Tools.

STATE SUBMITTING ABSTRACT

Name of State	Oklahoma
Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
Address	1515 W. 6th Street Stillwater, Oklahoma 74074
	Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


OKLAHOMA
TRADE AND INDUSTRIAL
EDUCATION

Auto mechanics

Curriculum Material

IL 000 287

TITLE OF MATERIALS AUTO MECHANICS

Date developed and/or revised: 1971

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 830 Pages
☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size
☐ Film ____ Minutes ____ B & W ____ Color ____ Size
☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Coordinator, Curriculum and Instructional Materials Center

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

With the help of experienced teachers, state department staff, and teacher educators, an analysis of the automobile mechanic profession was made. From this analysis, guidelines and methods of presenting a basic curriculum for instruction in automobile mechanics was outlined. This same advisory committee reviewed the entire manual, unit by unit, and approved the material as being current and relevant to automobile mechanics.

Instructional material in this manual is written in terms of student performance using measurable behavioral objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package, including 16 units, such as: Safety and Orientation, Leadership, Engine, Electrical, Power Train, and Brakes and Front End.

STATE SUBMITTING ABSTRACT

Name of State Oklahoma

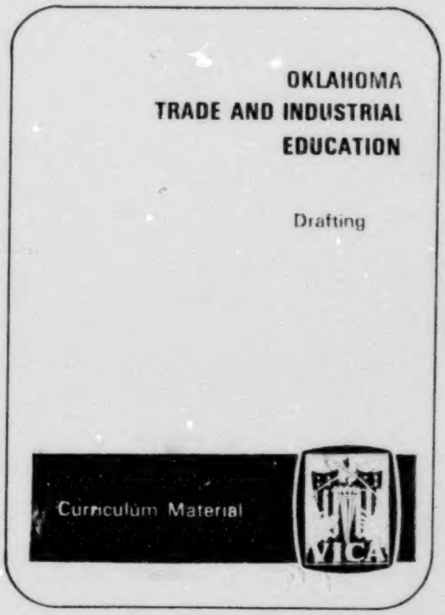
Agency State Department of Vocational and Technical Education
The Curriculum and Instructional Materials Center

Address 1515 W. 6th Street
Stillwater, Oklahoma 74074

Phone AC/ (405) 377-2000

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



OKLAHOMA
TRADE AND INDUSTRIAL
EDUCATION

Drafting

Curriculum Material

IL 000 288

TITLE OF MATERIALS DRAFTING

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Oklahoma State Department of Vocational-
Technical Education, Curriculum and Instructional
Materials Center
Stillwater, Oklahoma

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
____B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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The Curriculum and Instructional Materials Center
1515 W. 6th Street
Stillwater, Oklahoma 74074

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

With the help of experienced teachers, state department staff, and teacher educators, an analysis of the drafting profession was made. From this analysis, guidelines and methods of presenting a basic curriculum for instruction in drafting was outlined. This same advisory committee reviewed the entire manual, unit by unit, and approved the material as being current and relevant to basic drafting.

Instructional material in this manual is written in terms of student performance using measurable objectives. This is an innovative approach to teaching that accents and augments the teaching-learning process. Criterion-referenced evaluation instruments provide for a uniform measurement of student progress. The manual is a self-contained learning package, including 13 units of instruction, such as: Orientation, Plate Information, Uppercase Pencil Lettering, Sketching, Major Equipment Orientation, Geometric Constructions, Architects' Scale Usage, Dimensioning Procedures, Orthographic Projection, Pictorial Drawings, Sectional Views, and Auxilary Views.

STATE SUBMITTING ABSTRACT

Name of State	Oklahoma
Agency	State Department of Vocational and Technical Education The Curriculum and Instructional Materials Center
Address	1515 W. 6th Street Stillwater, Oklahoma [illegible]
	Phone AC/ (405) 37[illegible]

OCCUPATIONAL CURRICULUM

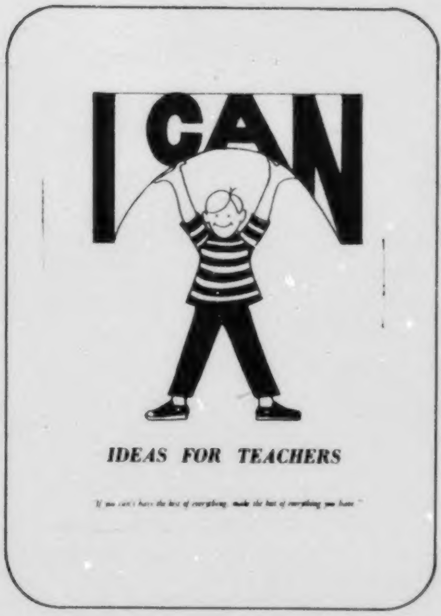
MATERIALS ABSTRACT

IL 000 289

TITLE OF MATERIALS I CAN

Date developed and/or revised:

NAME OF DEVELOPER(S) Ronald Clukey, Dexter Regional High School in cooperation with the Dept. of Educational & Cultural Services


I CAN
IDEAS FOR TEACHERS
"If you can't have the best of everything, make the best of everything you have."

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound 77 Pages
☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size
☐ Film ___ Minutes ___ B & W ___ Color ___ Size
☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Carl Butler, Division of Program Services, Bureau of Vocational Education, Dept. of Educational & Cultural Services, Augusta, Maine 04330

Other comment:

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TO ORDER, PLEASE CONTACT: Mr. Ralph Bickford, Bureau of Vocational Education, Dept. of Educational & Cultural Services, Augusta, Maine 04330 (only a limited supply available)

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This publication is a part of the evolving design for teaching and learning in vocational education. Presented by the State Department of Educational & Cultural Services, Augusta, Maine, it is proposed as a central framework upon which teachers might build a plan for learning. It is not intended as a step-by-step curriculum guide, but rather as an idea booklet whereby teachers may gain some insight into helping disadvantaged students build confidence while preparing for today's work world.

What does a conscientious teacher do when he has a [illegible] pupil in his class? Does he simply [illegible] interest in the [illegible] -- or does he adjust his own thinking to that of the pupil and do all that he can to keep the [illegible] in all [illegible]

[illegible] teachers [illegible] the [illegible]

These ideas and many more came from teachers [illegible] teachers [illegible] develop their own plans for meeting the needs of youth in their classes.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

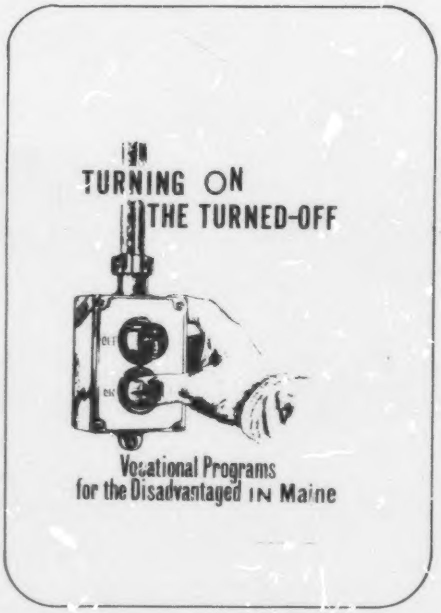
Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 290


TURNING ON THE TURNED-OFF

Vocational Programs for the Disadvantaged IN Maine

TITLE OF MATERIALS TURNING ON THE TURNED OFF

Date developed and/or revised:

NAME OF DEVELOPER(S) Clyde Hichborn, Medford and Carl Butler in cooperation with the Dept. of Educational & Cultural Services

---

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	39 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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By whom: Bureau of Vocational Education Personnel

Other comment:

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TO ORDER, PLEASE CONTACT: Division of Program Services, Bureau of Vocational Education, Dept. of Educational & Cultural Services, Augusta, Maine 04330

(Supplies are limited)

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Every school has them: disinterested students; students who just don't care. They are leaving our schools--turning off, dropping out--because they feel our schools have left them. Far behind. Out of the mainstream.

Local educational agencies may find "Turning on the Turned-off" helpful in preparing programs for their localities. It may also be used at area sponsored meetings and workshops in which services and programs for the disadvantaged are to be [illegible]. In vocational education teachers might wish [illegible] some of the approaches illustrated herein as they put increasing emphasis on staff development for training the disadvantaged.

This document describes programs in 26 Maine schools and institutions. It answers questions as to how the programs were initiated, their nature, and the need for them. Educators and others are encouraged to contact the directors of these projects for further information. It is our hope that persons reviewing this document will be stimulated to consider developing similar programs, and will thus help to meet occupational needs in their own localities.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency [illegible]
Dept. of Educational and Cultural Services

Address Augusta, Maine 04330

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 291

TITLE OF MATERIALS CAREER EDUCATION IN MAINE

Date developed and/or revised:

NAME OF DEVELOPER(S)

Dr. Edward Johnson
Associate Professor of Education
University of Maine at Orono
Orono, Maine 04473

Dr. Charles W. Ryan
Associate Professor of Education
University of Maine
Orono, Maine 04473

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 268 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Edward Johnson and Dr. Charles W. Ryan as listed above

Other comment:

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TO ORDER, PLEASE CONTACT: BUREAU OF VOCATIONAL EDUCATION, DEPARTMENT OF EDUCATIONAL & CULTURAL SERVICES
AUGUSTA, MAINE 04330

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Career Education Guide was developed to provide Maine School personnel with a rationale and specific guidelines for implementing career education in the classroom. A need for a guide became evident after the successful implementation of our Career Development in The Elementary School project in 1970. Since 1970 a variety of inservice workshops have been held throughout the state to inservice school personnel in the concepts of career development and career education. The materials in this guide were developed at the University of Maine, Orono, College of Education staff members. In addition to these professionals, a variety of public school teachers were contacted to develop career education lessons for use in their classrooms.

Each of the lessons in Chapters 3, 4, 5, and 6 have been field tested by the developer at the local level. The report from each participant indicates that the lessons do generate student interest and have been highly successful as career education units.

STATE
SUBMITTING
ABSTRACT

Name of State	MAINE
Agency	RESEARCH COORDINATING UNIT, BUREAU OF VOCATIONAL EDUCATION
Address	DEPARTMENT OF EDUCATIONAL & CULTURAL SERVICES, AUGUSTA, MAINE 04330
	Phone AC

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

A Guide for Secondary Schools in Maine

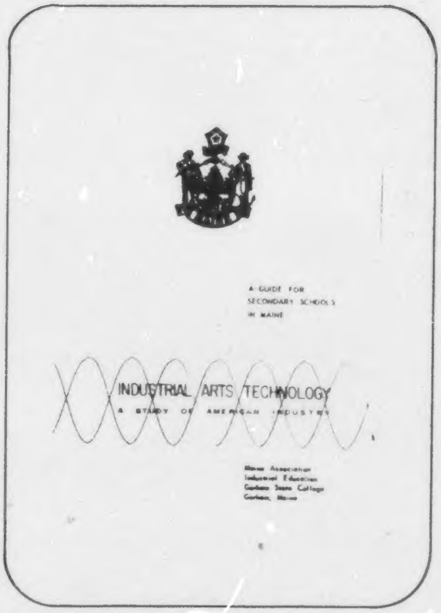
INDUSTRIAL ARTS TECHNOLOGY - A Study of American Industry

Date developed and/or revised:

NAME OF DEVELOPER(S)

Department of Educational & Cultural Services
Bureau of Vocational Education

Faculty at University of Maine at Portland-Gorham
Gorham Campus


A GUIDE FOR
SECONDARY SCHOOLS
IN MAINE

INDUSTRIAL ARTS TECHNOLOGY
A STUDY OF AMERICAN INDUSTRY

Maine Association
Industrial Education
Gorham State College
Gorham, Maine

IL 000 292

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
351 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Dr. Donald A. Poulin, Consultant, Industrial Arts & Handicapped Programs
Bureau of Vocational Education
Other comment: Augusta, Maine 04330

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain ______

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Dr. Donald A. Poulin, Consultant, Industrial Arts & Handicapped Programs
Bureau of Vocational Education
Augusta, Maine 04330

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Industrial arts, as general education, is the study of our technology, including industrial tools, materials, processes, products and occupations. It involves activities conducted in shops, laboratories and drafting rooms.

The purpose of this industrial arts guide is to establish a curricular framework to guide teachers and administrative personnel of the various schools in the State that have industrial arts programs.

Although it is the responsibility of the total school staff for planning industrial arts curriculum, it does seem desirable to have a degree of unity that should be maintained in all such programs.

The units that are included in this curriculum guide may be used as a point of departure for all industrial arts programs, and it is hoped that these units will be studied and used to help upgrade industrial arts education in the State of Maine.

STATE SUBMITTING ABSTRACT

Name of State	Maine
Agency	Division of Program Services
Address	Bureau of Vocational Education, Dept. of Educational Cultural Services,
	Augusta, Maine 04330 Phone AC/ 207-289-[illegible]

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 293

TITLE OF MATERIALS

A CURRICULUM GUIDE FOR PLUMBING
HEATING AND AIR CONDITIONING

Date developed and/or revised: June 1972

HEATING
PLUMBING
AIR
CONDITIONING

NAME OF DEVELOPER(S)

Bernard Babineau
John E. Donavan
Manley L. Irish
Gerard A. Wallace, Jr.

Richard H. Carter

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	109 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Abstract Prepared in 1974

DESCRIPTOR:

With greater emphasis being placed on vocational education and larger sums of money being appropriated for expanding vocational education programs, it has become increasingly important to improve the instruction in occupational areas of vocational education.

Change in the curriculum does not of itself ensure improvement of instruction. Only the teacher can improve the quality of teaching; if he feels that it should be done, it will be done.

This guide has been prepared with a view toward presenting material that is intended to be flexible and adaptable for a variety of situations such as high school, technical institutes, adult training, and retraining programs.

It is based on an analysis of selected occupations within a general and recognized area of technology. A series of instructional units is presented which, if completed, will effectively prepare one for a selected occupation.

While scope and sequence have been suggested, it is expected that individual programs will reflect differences tailored to meet specific needs.

STATE
SUBMITTING
ABSTRACT

Name of State	MAINE
Agency	Bureau of Vocational Education, Dept. of Educational & Cultural Services
Address	Augusta, Maine 04330
	Phone AC/

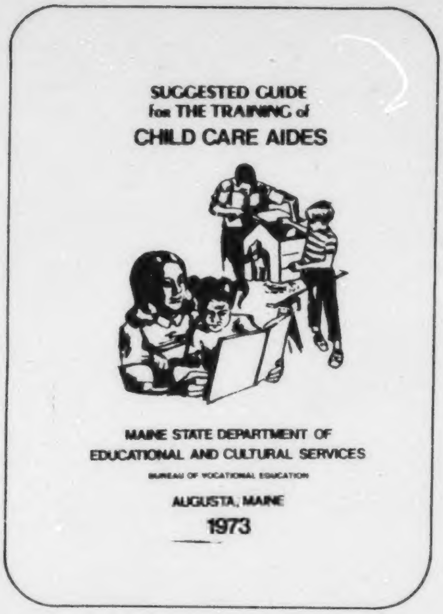
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS SUGGESTED GUIDE FOR THE TRAINING OF CHILD CARE AIDES

Date developed and/or revised:

NAME OF DEVELOPER(S)
Mrs. Janis Cross
Dr. Lloyd Brightman
Maine Home Economics Teachers



SUGGESTED GUIDE
for THE TRAINING of
CHILD CARE AIDES

MAINE STATE DEPARTMENT OF
EDUCATIONAL AND CULTURAL SERVICES
BUREAU OF VOCATIONAL EDUCATION
AUGUSTA, MAINE
1973

IL 000 294

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	103 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

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By whom: Mrs. Janis Cross, Consultant, Home Economics Education Division of Program Services, Bureau of Vocational Education, Dept. of Educational & Cultural Services, Augusta, Maine

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

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PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT: Mrs. Janis Cross, Consultant, Home Economics Education, Division of Program Services, Bureau of Vocational Education, Dept. of Educational & Cultural Services, Augusta, Maine 04330

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

In a nation where so many mothers are participating in activities and employment outside the home, the need for child care services has increased greatly over the past decade.

Teachers in local educational agencies will find this child care guide helpful to them when introducing a wage earning program into curricular. Institutions which train wage earning teachers may want to consider and use some of the content and approaches suggested.

The purpose of this guide is to help in the training of personnel who will have the skill and compassion to serve as aides, day care home operators, institutional attendants, toy consultants, or whatever occupation they select, and perhaps most important of all, be better parents.

STATE SUBMITTING ABSTRACT

Name of State MAINE

Agency Division of Program Services

Address Bureau of Vocational Education, Dept. of Educational & Cultural Services, Augusta, Maine 04330

Phone AC/ 207 289-3365

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 295

TITLE OF MATERIALS	The Production of Bananas Practices and Recommendations Date developed and/or revised: 1973
NAME OF DEVELOPER(S)	Mr. Juan I. Ortiz M.S. Curriculum Technician Vocational Agriculture Program Department of Education

EL CULTIVO
DEL PLATANO

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound ____ Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes ( ) No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Agriculture Program
Department of Education
Hato Rey, Puerto Rico 00919

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Information guide with the techniques in growing bananas in Puerto Rico.

Descriptions of varieties; methods of plowing seeds, fertilization; weeds control; types of soils and marketing techniques.

STATE
SUBMITTING
ABSTRACT

Name of State: Puerto Rico
Agency: Department of Education
Vocational Agriculture Program
Address: P.O. Box 759
Hato Rey, Puerto Rico
Phone AC/

OCCUPATIONAL CURRICULUM

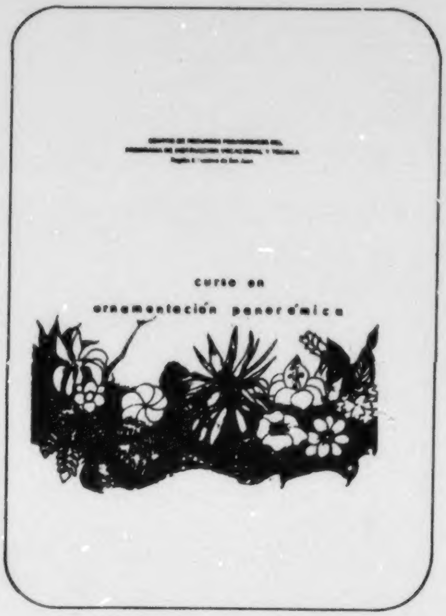
MATERIALS ABSTRACT

IL 000 296

TITLE OF MATERIALS

Panoramic Ornamentation Course

Date developed and/or revised:



curso en

ornamentación panorámica

NAME OF DEVELOPER(S)

Mr. Juan I. Ortíz
Curriculum Technician, Vocational Agriculture Program Department of Education
Commonwealth of Puerto Rico

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound ____ Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Agriculture Program
Department of Education P.O. Box 759
Hato Rey, Puerto Rico

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Panoramic Ornamentation Course is an information guide based on different techniques used by students and other personnel in relation to the cultivation and use of Ornamentation plants in roads, gardens, hotels and other places to change the general appearance of the place.

It includes information of the designs used in ornamentation.

It suggest a number of activities to develop the course.

STATE SUBMITTING ABSTRACT

Name of State Puerto Rico

Agency Vocational Agriculture Program, Department of Education

Address P.O. Box 759
Hato Rey, Puerto Rico

Phone AC/ 809 Tel. 764 1100 or 767-2024

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 297

TITLE OF MATERIALS

Basic Ignition and the Sun Oscilloscope

Date developed and/or revised: October 1970

NAME OF DEVELOPER(S)

Dominick J. Sidoti, Instructor
Warren County Technical School
Washington, New Jersey

BASIC IGNITION AND
THE SUN OSCILLOSCOPE

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages | 86 + Pages | ___Minutes ___B & W ___Color ___Size | ___Minutes ___B & W ___Color ___Size | ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number ED 062 563
☐ Other Explain VT 014 194

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Rutgers University
Bldg. 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

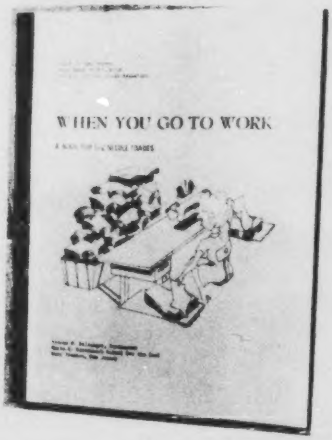
An instructor's guide (also useful for student use) concerned with the use of the ignition oscilloscope in solving ignition problems. Overhead transparency masters are included in large quantity. The units are as follows: Ignition Circuit; Battery, Coil, and Distributor; Basic Timing and Timing Advance; Spark Delivery; The Sun Scope; Sun Scope Test; Scope Patterns.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


WHEN YOU GO TO WORK

IL 000 298

TITLE OF MATERIALS

When You Go to Work - A Book for the Needle Trades

Date developed and/or revised: September 1968

NAME OF DEVELOPER(S)

Yvonne M. Hillinger, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 200 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ED 026 508

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Rutgers University
Bldg. 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A very basic book to prepare students with limited vocabulary for the world of work. Originally designed for use with deaf students, care has been taken to explain necessary vocabulary items. Each concept is humorously illustrated. The six unit headings are: The Factory, A Good Worker, The Job, Shop Mathematics, Clothing for Women, and Clothing for Men. Each unit is divided into lessons with appropriate assignments available for each lesson.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 299

TITLE OF MATERIALS

Office Simulation Project
Employer's Guide
Job Manual
Employee's Guide
Bussiness Forms
1972-73 - Revised - 1973 - 1974
Date developed and/or revised:

NAME OF DEVELOPER(S)

Mrs. Sylvia V. de Merced, Curriculum Technician
Miss Minerva Matos, Curriculum Technician
Thirty-nine Business Teachers of Puerto Rico

Revision : Office Simulation Seminar
(11 teachers) in charge of Mrs. S. Villanueva
and Miss Matos
Final Revision : Miss Lucie Torres

Oficina Simulada
Manual de Rutinas
y Procedimiento
Tareas
Simulada
Manual del
Maestro

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
____B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Amalia Llabrés de Charneco, Dr. Rafael Arbelo, Rosa H. de Villaronga, Professor, U.P.R., Miss Aida Santiago, Assistant Professor, U. P.R.

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

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PROVISIONS FOR ACQUIRING MATERIALS:
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TO ORDER, PLEASE CONTACT:

Business Education Program
Department of Education
Teniente Cesar Gonzalez St.
Urb. Industrial Tres Monjitas - Hato Rey, Puerto Rico 00919

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

BUSINESS EDUCATION PROJECT
UNDER TITLE I, ACT 89-10
(ELEMENTARY AND SECONDARY EDUCATION)
VOCATIONAL LAW AS AMMENDED IN 1968
1971-72

Statement of Need

Office practice is one of the most important subjects in the business curriculum for it combines and refines the various skills and knowledges stressed throughout the program. The course is offered in all the specializations of the business curriculum and at all levels: secondary, post-secondary, adults, and disadvantaged.

The course content is presented in a rather theoretical basis as there is no laboratory to put into practice the knowledges and skills stressed in it. As a result, the student does not receive the necessary training to perform effectively the various tasks an office worker should do. In secondary schools, it is very difficult to provide training experiences to each student prior to their graduation.

Objectives

1. To structure the Office Practice course so as to provide a simulated office experience that will enable the student to bridge the gap between the classroom and office employment.
2. To provide simulated work experience for students who do not participate in a Cooperative Office Program.
3. To provide occupational preparation for the world of work giving the student a practical orientation to today's modern office.
4. To demonstrate the interaction of individuals and departments integrating the various tasks of a modern office,
5. To help the student in realizing the role of each individual in the office team.
6. To develop and expand skills in a situation of realism.
7. To develop skills and attitudes not possible in the traditional classroom.

Description

The course will be set up in the classroom which is actually being used for the office practice room. It will be rearranged in a departamentalized company fashion. The company will have five major departments: Managerial, Filing, Accounting, The Outside World, Purchasing, and Sales Department. This company will soil and buy office materials and equipment.

Each department has L-shape desks with electric typewriters, adding machines, calculators, transcribing machines, accounting machines, duplicators, filing cabinets, bulleting boards, chalkboard areas, waste baskets, and in and out trays. There is also a conference area for departamental meetings.

The teacher will be the manager of the company. Each student is employed and is acquainted with the work he is to perform by working with different kinds of business forms: Employee's Guide, Employer's Guide and Job Manual. Each student will be at least two weeks in each department. There will be about 22 positions open in the company.

During the first semester, the office practice class take the form of an ordinary office practice class. During this instruction period (the pre-employment period) students acquire the skills necessary to operate the Company and to begin work as unexperienced new employees. The students are introduced to the operation of the various office machines on a rotation basis. There is also an employment and job orientation period. Students will apply for the initial job they want.

The materials were developed by a group of 39 business teachers who collected data from the business community, two business curriculum technicians, and with the advisory of a Curriculum Committee. The materials have been tested and revised according to teachers and students recommendations.

Through the analysis of the data collected several relevant findings were found, as follows:

1. Improvement of student's attendance
2. Improvement in student's personal appearance
3. Attainment and reinforcement of the following positive attitudes :
   - Cooperation
   - Courtesy
   - Punctuality
   - Work organization

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC

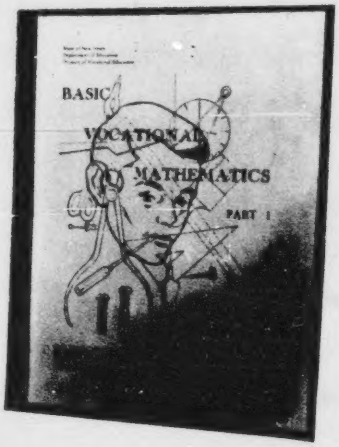
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 300

TITLE OF MATERIALS Basic Vocational Mathematics - Part I

Date developed and/or revised: July, 1971



BASIC VOCATIONAL MATHEMATICS PART I

NAME OF DEVELOPER(S)

C.M. Santoli, Guidance Counselor
Camden County Vocational-Technical High School
Gloucester Township, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 221 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Rutgers University
Bldg. 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Designed for beginning students in vocational high schools, this publication offers a thorough review of the fundamentals of arithmetic, starting with the meanings of numbers, and continuing on into new concepts. Units in Part I include: Review of Fundamentals of Arithmetic; Fractions: The Ruler; Decimals; Percentage. Profusely illustrated: all explanations of topics and most problems are illustrated, most with attractive line drawings, some humorous. In addition to arithmetic, actual descriptions of 20 different trades are included in the text as "guidance gab", and virtually all word problems are oriented to some trade or other.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address Zip

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 301

TITLE OF MATERIALS

Basic Vocational Mathematics - Part II

Date developed and/or revised July 1971

BASIC
VOCATIONAL
MATHEMATICS
PART II
II

NAME OF DEVELOPER(S)

C. M. Santoli, Guidance Counselor
Camden County Vocational-Technical High School
Gloucester Township, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	210 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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Other comment:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Curriculum Laboratory
Rutgers University
Bldg. 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Designed for beginning students in vocational high schools, this publication offers a thorough review of the fundamentals of arithmetic in Part I and continues on to new concepts. Part II includes units on: Common Business Transactions; Money and Checks; Equations; Ratio and Proportion; Angular Measurement; Formulas. Profusely illustrated: all explanations of topics and most problems are illustrated, most with attractive line drawings, some humorous. In addition to arithmetic, actual descriptions of 20 different trades are included in the text as "guidance gab", and virtually all word problems are oriented to some trade or other.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 302

TITLE OF MATERIALS: Our Second Foods Book

Date developed and/or revised: July 1961

OUR SECOND FOODS BOOK

NAME OF DEVELOPER(S):
Mary Margaret Pieslak, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

Hardcopy	Paper Bound	Video Tape	Film	Slides & Film Strips
___ Pages	260 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Rutgers University
Bldg. 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the second of a series of three books prepared for use at the Marie H. Katzenbach School for the Deaf. The authors assumed a severe vocabulary problem and thus introduced all new words for each lesson in a vocabulary section. This book is suitable for both secondary and post-secondary use, being particularly suitable for groups with language problems. There are fourteen units in this book which cover areas such as freezing, pies and pie fillings, salads and dressings, breads, and nutrition. Each unit has an achievement test. There is a glossary of terms and an illustrated equipment glossary at the back of the book.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

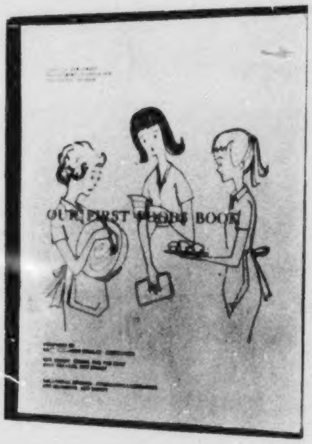
IL 000 303

TITLE OF MATERIALS Our First Foods Book

Date developed and/or revised: 1960

NAME OF DEVELOPER(S)

Mary Margaret Pieslak, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	197 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Rutgers University
Bldg. 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the first of a series of three books prepared for use at the Marie H. Katzenbach School for the Deaf. The authors assumed a severe vocabulary problem and thus introduced all new words for each lesson in a vocabulary section. This book is suitable for both secondary and post-secondary use, being particularly suitable for groups with language problems. The book starts with such basic skills as kitchen safety and care of equipment. Units are included that involve measurements, manners, simple beverages, breakfasts, sandwiches, fruit dishes, simple desserts, and simple luncheons. Each unit has an achievement test. There is a glossary of terms and an illustrated equipment glossary at the back of the book.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 304

TITLE OF MATERIALS Our Third Foods Book

Date developed and/or revised: February 1969

NAME OF DEVELOPER(S)
Mary Margaret Pieslak, Instructor
Marie H. Katzenbach School for the Deaf
West Trenton, New Jersey

OUR THIRD FOODS BOOK

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 188 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 3.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Rutgers University
Bldg. 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This is the last of a series of three books prepared for use at the Marie Katzenbach School for the Deaf. The authors assumed a severe vocabulary problem and thus introduced all new words for each lesson in the vocabulary section. This book is suitable for both secondary and post-secondary use, being particularly suitable for groups with language problems. In this book are extensively illustrated sections on meat and poultry cuts, several lessons on how to make attractive fish dishes, and an illustrated section on carving. Attractive serving and specialty dishes are a feature of this book. Each unit has an achievement test. There is a glossary of terms and an illustrated equipment glossary at the back of the book.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS The Culture of Ornamental Plants

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)
Mr. Eduardo Piña Méndez B.S.
Curriculum Technician
Vocational Agriculture Program

Guía de Información

El Cultivo de
PLANTAS ORNAMENTALES

IL 000 305

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound ___ Pages
☐ Video Tape ___Minutes ___B & W ___Color ___Size
☐ Film ___Minutes ___B & W ___Color ___Size
☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Agriculture Program
Department of Education
Commonwealth of Puerto Rico
Hato Rey, Puerto Rico

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Information guide in the Culture of Ornamental plants for various uses.

There are descriptions of the varieties of ornamental plants, with illustrations showing parts, and form of growing of each one.

A description of the different types of occupations in ornamental plants.

Explanation of the method of propagation.

STATE
SUBMITTING
ABSTRACT

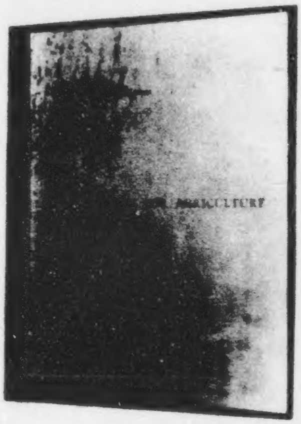
Name of State	Puerto Rico
Agency	Department of Education Vocational Agriculture Program
Address	P.O. Box 759 Hato Rey, P.R. 00919
	Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 306

TITLE OF MATERIALS	Mathematics for Agriculture Date developed and/or revised: December 1972
NAME OF DEVELOPER(S)	Frank Miller, Principal Camden County Vocational-Technical School Sicklerville, New Jersey



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	175 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey 08903

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

All the arithmetical processes that a farmer or nurseryman would need to master in the course of his career are included in this publication. Units on whole numbers, fractions, decimals, ratio and proportion, percentage, measurement (linear, square, cubic), weights and measures (dry and liquid), square root, and interest, as well as a brief discussion of the metric system are included. The Appendix contains 13 pages of tables of useful information. All of the text and word problems relate to farming and landscaping. Illustrated with humorous cartoons. A total of fourteen tests are included.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 307

TITLE OF MATERIALS

Mathematics I - Needle Trades

Date developed and/or revised: July 1960

MATHEMATICS I - NEEDLE TRADES

NAME OF DEVELOPER(S)

Antoinette J. Colicchio, Instructor
Burr D. Coe, Director
Middlesex County Vocational-Technical School
New Brunswick, New Jersey

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 238 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational-Technical Curriculum Laboratory
Building 4103 - Kilmer Campus
Rutgers University
New Brunswick, New Jersey

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Utilizing tasks found in the needle trade, this book teaches general mathematics. Whole numbers are taught using estimating and billing. Ratios are taught with fullness and allowance problems. General mathematics units are included that follow the same approach and cover such areas as fractions, measurements, decimals, percentages, and geometric forms. Also included is a unit on account keeping. There is an achievement test at the end of each unit and a trial examination at the back of the book.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 308

TITLE OF MATERIALS: Tourist Guide

Date developed and/or revised:

NAME OF DEVELOPER(S):
Miss. Marta Santoni
Curriculum Technician

Regional Education Office
San Juan, Puerto Rico

El Guia Turistico

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound ___ Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

(The material is in the supervision process. Number & pages are not be determined).

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☒ Other (Veterans)

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:
Curriculum Technician
General Supervisors of the Program
Tourism. Service Agency

Other comment: Puerto Rican Institute of Culture.

Type of Instruction
-Orientation related with the special techniques required for developing the course:
-Practical aspect, seminars, research.

COPYRIGHT RESTRICTIONS: ( )Yes ( )No

Explain: Sujeto a normas D.I.P.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free (Outline of the course). ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Education Resource Center
Regional Office of Education
Box 729
Hato Rey, Puerto Rico 00917

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Puerto Rico is a small island whose geographical position and regional attractions make of it a tourist center. Annually million of tourists come to this island to enjoy its beauty, climate and hospitality.

Tourism has developed rapidly, and its is expected to continue growing during the coming years.

To help tourists make the most of their trip to the island, well trained tourist guides are very badly needed.

The trainig consists of the following aspects:

- Fundamentals of the political and social and economic history of Puerto Rico.
- The Puerto Rican Culture.
- The geographical profile of Puerto Rico.
- Nature of tourism in Puerto Rico.
- Tour techniques.
- Conversational English.
- Conversational Spanish.

To cope with this urgent need the Distributive Education Program has decided to design a course geared to potential tourist guides.

Training of these tourist guides places emphasis on the following features of the course:

The course is designed by a curriculum technician with the assessment of a consulting committee.

The course content has been selected in terms of the Puerto Rican reality and the immediate needs of the tourism industry. Research, course writing, dissemination, implementation, evaluation and revision are basic curriculum processes used in the production of the new course.

The materials were tried out by the bilingual high school graduates and evaluation was made by a consulting committee. Based on the evaluation, it is considered that the materials (guides, modules, visuals) meet the purpose for which they were prepared but still need to be revised according to the different group that will use it: regular students, college groups, in service personnel, veterans and outsiders interested in this service.

STATE SUBMITTING ABSTRACT

Name of State Puerto Rico

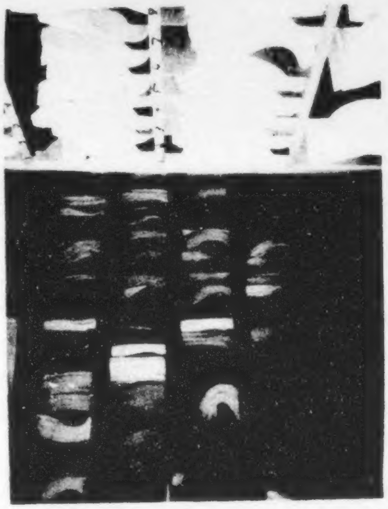
Agency Department of Education
Distributive Education Program

Address P.O. Box 759
Hato Rey, Puerto Rico

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 309

TITLE OF MATERIALS

Information Center
for
Occupational Education - (ICOE)

Date developed and/or revised:

NAME OF DEVELOPER(S)

Paul E. Milward ICOE Facilitator-Coordinator
Quincy School System
Quincy, Massachusetts 02169

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	4,000 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Paul E. Milward

Other comment: Laurence H. Babin, Director, Quincy V.T. School, Quincy, Mass.
Maurice J. Daly, Asst. Supt., Quincy V.T. School, Quincy, Mass.

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☒ Other Explain

TO ORDER, PLEASE CONTACT:

CEDIS
Career Education Dissemination Services
117 Perry Street
Lowell, Massachusetts 01852

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The ICOE was developed for two main purposes: (1) to provide better education for students and (2) to create a means by which the administration could be better informed of the schools needs. It is the continuation of a long history of innovation at Quincy and the more recent Projects ABLE and PLAN.

All materials were developed independently by Quincy faculty and staff. Behavioral objectives must be field tested before they are included in the system. There has been no formal evaluation at this time, but it is an effort of more than three years and the teachers have been successfully using the data individually in their own classrooms over that period.

STATE SUBMITTING ABSTRACT

Name of State	Massachusetts
Agency	CEDIS - Career Education Dissemination Services
Address	117 Perry Street
	Lowell, Massachusetts 018 Phone AC/

OCCUPATIONAL CURRICULUM

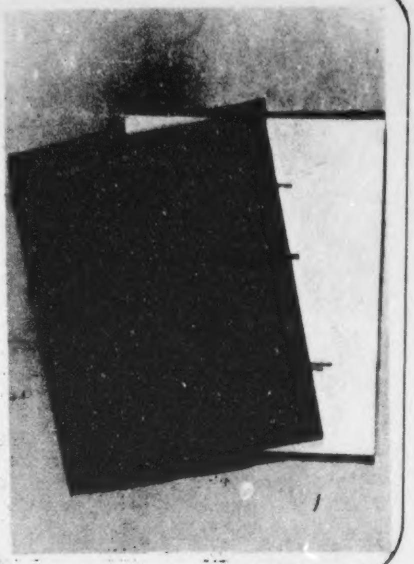
MATERIALS ABSTRACT

IL 000 310

TITLE OF MATERIALS: ERIC Instructional Package for Vocational Educators

Date developed and/or revised: 1973

NAME OF DEVELOPER(S): Dr. David H. Miller and Dr. Gary F. Beasley
The Center for Vocational and Technical Education
The Ohio State University



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	79 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

Group Instruction Kit includes one set of transparency masters, five copies of AIM and five copies of ARM (each from a single issue)

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☒ Other Researchers

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other Researchers

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (☒) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (☒) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (☒) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 20.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ED 073 229

☐ Other Explain The materials which are included in the Kit may also be purchased individually as follows:

ERIC INSTRUCTIONAL PACKAGE FOR VOCATIONAL EDUCATORS	$5 each
Transparency Masters	$4 per set
AIM (Five copies of a single unspecified issue)	$8 for five
ARM (Five copies of a single unspecified issue)	$8 for five

TO ORDER, PLEASE CONTACT:

Product Utilization Section
The Center for Vocational and Technical Education
1960 Kenny Road
Columbus, Ohio 43210

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Educational Resources Information Center (ERIC) network was conceived in the United States Office of Education in the mid-1960's as a system for providing ready access to a variety of educational literature. Prior to the inception of ERIC, research reports, texts of significant speeches, journal articles, and sets of instructional materials often received only an initial scattered distribution and then disappeared. ERIC was intended to correct this lack of bibliographic control over these "fugitive" kinds of literature and to assure educators of an easily accessible information retrieval system.

In a seven-state survey of vocational-technical educators conducted by The Center for Vocational and Technical Education, it was found that few vocational educators had knowledge of, or effective access to, the ERIC information system's vast data base. Of those educators who had knowledge of the existence of such a system, few had received instruction in how to use it. In an effort to alleviate this problem, The Center undertook the development of an instructional package that would give the prospective user hands-on experience with ERIC information retrieval tools.

The ERIC Instructional Package for Vocational Educators is a set of field-tested teaching-learning materials in booklet form which can be used for independent or group study. Use of the materials requires access to single copies of the following ERIC retrieval indexes and search tools: Research in Education (RIE), Current Index to Journals in Education (CIJE), Abstracts of Research Materials in Vocational and Technical Education (ARM), Abstracts of Instructional Materials in Vocational and Technical Education (AIM), and Thesaurus of ERIC Descriptors. In addition to its usefulness as a teaching guide in preservice teacher education courses, the Package is ideally suited for use in seminars, workshops, and institutes. The content can be covered in one or two hours. Hands-on exercises require an additional two or three hours for adequate coverage of all of the retrieval tools required to solve the information problems that are included.

Twenty-nine transparency masters--identical to the smaller visuals which illustrate the text--are available in loose-leaf form. Also available are tests covering each ERIC retrieval tool and instruction sheets describing specific search problems. These may be duplicated for class use.

Major sections of the Package are devoted to descriptions of the functions of RIE, CIJE, AIM, and ARM. These are explored so the potential user can gain firsthand experience in retrieving information. The user is moved systematically through the development of a problem statement, first determining the parameters of the problem and then outlining the search strategy. Steps in conducting a manual search of the ERIC system are outlined, with accompanying hands-on exercises in the use of RIE, CIJE, AIM, and ARM. Formulation of computer (QUERY) search requests is explained with opportunity for participants to demonstrate an understanding of search logic. Materials to implement the ERIC user training program are available as follows:

GROUP INSTRUCTION KIT - This kit includes:

The ERIC INSTRUCTIONAL PACKAGE FOR VOCATIONAL EDUCATORS
One set of transparency masters
Five copies of a single unspecified issue of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) and
Five copies of a single unspecified issue of ABSTRACTS OF RESEARCH MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (ARM)

STATE
SUBMITTING
ABSTRACT

Name of State: The Ohio State University
Agency: The Center for Vocational and Technical Education
Address: 1960 Kenny Road
Columbus, Ohio 43210
Phone AC/ 614/486-3655

OCCUPATIONAL CURRICULUM

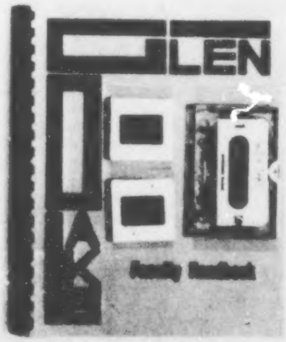
MATERIALS ABSTRACT

IL 000 311

TITLE OF MATERIALS: Glen Oaks: An Environmental Simulation for Teacher Education

Date developed and/or revised: 1974

NAME OF DEVELOPER(S): The Center for Vocational and Technical Education
The Ohio State University



TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 70 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number

☐ Other Explain Will be available on a cost-recovery basis from The Center by April, 1974

TO ORDER, PLEASE CONTACT:

The Product Utilization Section
The Center for Vocational and Technical Education
1960 Kenny Road
Columbus, Ohio 43210

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The genesis of the GLEN OAKS SIMULATION can be traced to a series of vocational state leadership development workshops sponsored by The Center for Vocational and Technical Education in which Center-developed simulations were used. The workshop instructors, personnel from The Center, conducted an informal survey in these workshops and found an interest in instructional materials using simulation techniques for preparing vocational teaching personnel. The idea of simulation training materials for the preparation of vocational teaching personnel was further explored through a national survey of prominent vocational teacher educators and state simulation techniques.

The developmental process was supported by a continual examination of the emerging product in light of the established goals. The developers feel that the package has a firm base and has progressed toward completion with many input and recycling processes which prompted modifications in the package thereby strengthening the product.

The Glen Oaks Simulation training materials are divided into nine modules which represent major functions of a cooperative education coordinator. Trainers can undergo one year of experience as teacher coordinators in the mythical city of Glen Oaks, U. S. A. Four kinds of techniques are used to provide this experience: (1) in-basket exercises, (2) interruption scripts, (3) presentation scripts, and (4) interactive scripts. Eleven appendices provide the various simulated incidents covering the year's experience. The package will be available from The Center by April, 1974 on a cost-recovery basis.

STATE
SUBMITTING
ABSTRACT

Name of State The Ohio State University

Agency The Center for Vocational and Technical Education

Address 1960 Kenny Road

Columbus, Ohio 43210 Phone AC/ 614/486-3655

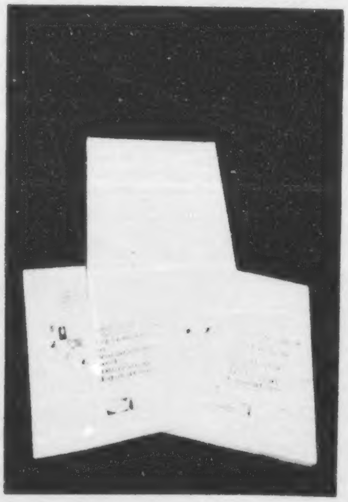
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 312

TITLE OF MATERIALS AIM/ARM: Abstracts of Instructional and Research Materials in Vocational and Technical Education

Date developed and/or revised: 1967 -



NAME OF DEVELOPER(S) The Center for Vocational and Technical Education
The Ohio State University

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	130 Pages (Approx. Average) varies with input	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9 10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator ☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other Information Users

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: The Center can respond to requests for consulting services in training individuals and groups in the use of AIM-ARM.

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain: The full-text back up of documents abstracted in AIM and ARM includes some materials that are copyrighted against any further reproduction.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $34.00 per year) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

AIM-ARM
The Center for Vocational and Technical Education
1960 Kenny Road
Columbus, Ohio 43210

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These quarterly publications contain abstracts of research or instructional materials useful to researchers, supervisors, teacher educators, education specialists, administrators, teachers, and others who have an interest in vocational and technical education. They were developed to supply a data base of instructional and research materials in the field. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom and annotations of bibliographies or lists of instructional materials. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists and administrators. With the growth of vocational education programs, there is increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices, and shortening the theory-practice gap. These publications have provided a useful and vital function in dissemination of information on vocational and technical education to over 1500 complimentary-copy users, each, of ARM and AIM. Over 800 subscribers to ARM as well as nearly a thousand AIM subscribers bring the total circulation to nearly 5000 readers.

STATE SUBMITTING ABSTRACT

Name of State The Ohio State University

Agency The Center for Vocational and Technical Education

Address 1960 Kenny Road

Columbus, Ohio 43210

Phone AC/ 614/486-3655

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 313

TITLE OF MATERIALS: "I want to be . . . ."

Date developed and/or revised:

NAME OF DEVELOPER(S): The Center for Vocational and Technical Education
The Ohio State University

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☐ Paper Bound	☐ Video Tape	☒ Film	☐ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	13 Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	x Color	____ Frames
		____ Size	16mm Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☒ Other parents

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $150.00) ☒ Rent (Unit cost $9.32 (for a 3-day period)) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Film Library
Department of Photography and Cinema
156 West 19th Avenue
Columbus, Ohio 43210

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This 13-minute sound/color educational film was produced for the Comprehensive Career Education Model project of The Center for Vocational and Technical Education. The project was designed to develop and validate curriculum units and supporting systems which can be adapted in school systems across the United States. The film clearly depicts the basic philosophy of career education and highlights the infusion of career education into the school system by filming a viable career education program in action. It was filmed at the Hackensack (N. J.) School District, one of the local educational agencies associated with the model.

"I want to be . . ."

> The road we travel is a constantly changing one. As the needs of man have changed, so, too, have the jobs. Time--and progress--have brought about a changing technology. Occupations have become more specialized. . . new careers have emerged--others have been eliminated. . . and choosing a career has become more difficult. Our schools must be ready to help the student in this, the most important series of decisions he will probably ever make. Career education is one way to meet this need.

"I want to be. . ." appeals to a wide audience and is appropriate for educational audiences and the general public. It is useful in promoting community understanding of career education in addition to serving as a visual aid in the inservice training of teachers.

The Chris Certificate of Excellence in the category of education was awarded to the film at the 1972 judging in the Columbus Film Festival.

STATE
SUBMITTING
ABSTRACT

Name of State: The Ohio State University

Agency: The Center for Vocational and Technical Education

Address: 1960 Kenny Road

Columbus, Ohio 43210

Phone AC/ 614/486-3655

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 314

TITLE OF MATERIALS

MAVA Curriculum Synthesis Workshops
in Academic/Related Courses for
Vocational-Technical Education Programs
Date developed and/or revised:

NAME OF DEVELOPER(S)

Faculty Members of Massachusetts Vocational Schools
through
John Harrington, Superintendent-Director
Greater Fall River Regional School District
Fall River, Massachusetts 02723

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	250 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☒ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

CEDIS
Career Education Dissemination Services
117 Perry Street
Lowell, Massachusetts 01852

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These materials were developed for the purpose of improving curriculum in the academic subjects taught in Massachusetts Vocational schools. They include sections on English, Math, Social Studies and Science.

Four teams of five teachers were assembled from Vocational schools throughout the state. Exposure to new curriculum materials and final dissemination was provided by Career Education Dissemination Services (CEDIS).

Outstanding materials from national sources were reviewed and synthesized. As a result, these materials serve not only as courses of study, but also as resource guides.

STATE
SUBMITTING
ABSTRACT

Name of State	Massachusetts
Agency	CEDIS - Career Education Dissemination Services
Address	117 Perry Street
	Lowell, Massachusetts 01852 Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

VOL. 1

BUILDING CONSTRUCTION

IL 000 315

TITLE OF MATERIALS	BUILDING CONSTRUCTION VOL. 1 Instructor's Guide Date developed and/or revised: 1973
NAME OF DEVELOPER(S)	Houston Boyd, Randall Jackson & Norman Morris

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	309 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ____

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The BUILDING CONSTRUCTION VOL. 1 Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

Missouri

STATE
SUBMITTING
ABSTRACT

Name of State Missouri
Agency Instructional Materials Laboratory
Address University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 316

CURRICULUM GUIDE
for Office Occupations

TITLE OF MATERIALS: Curriculum Guide for Office Occupations

Date developed and/or revised: 1973

NAME OF DEVELOPER(S):
South Carolina State Department of Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	83 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.25) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:
Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This guide has been provided to help business teachers develop a curriculum for preparing high school students for employment in the field of Office Occupations. Student objectives, course outline, evaluation, and references are given for the following units: Bookkeeping I and II, English for Business Communications, Business Law, Business Mathematics, Data Processing, Introduction to Business, Keypunch Training, Office Machines, Office Practice, Record Keeping, Shorthand I and II, Typewriting I and II.

This publication was developed by a committee of Office Occupations teachers.

STATE SUBMITTING ABSTRACT

Name of State
South Carolina

Agency
Vocational Education Media Center

Address
Clemson University

Clemson, South Carolina

Phone AC/ 803-656-3115

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 317

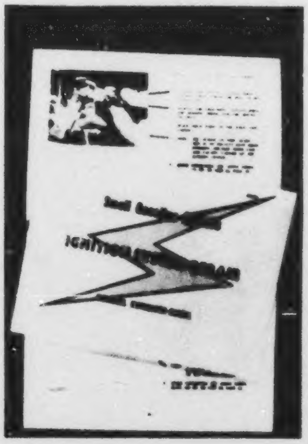
TITLE OF MATERIALS

Small Gasoline Engines -
Ignition System Repair

Date developed and/or revised: 1971

NAME OF DEVELOPER(S)

South Carolina State Department of
Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	51 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.50) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number ED 032 434/ VT 008 335

☐ Other Explain

TO ORDER, PLEASE CONTACT: Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

An individual student instruction manual concerning the fundamentals of the ignition system and related parts. This allows the student to move at his own pace while the teacher is free to circulate among the students and give individual help as the need arises.

This publication was evaluated in 18 South Carolina schools. Students using this book scored significantly higher on an objective test than students taught by the traditional method.

STATE
SUBMITTING
ABSTRACT

Name of State South Carolina
Agency Vocational Education Media Center
Address Clemson University
Clemson, South Carolina
Phone AC/ 803-656-3115

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 318

TITLE OF MATERIALS

Landscaping the Home and School Grounds
Student Manual
Transparency Set

Date developed and/or revised: 1970

NAME OF DEVELOPER(S)

South Carolina State Department of Education
Office of Vocational Education
Columbia, South Carolina
In Cooperation With
Vocational Education Media Center
Clemson University
Clemson, South Carolina

LANDSCAPING THE HOME AND SCHOOL GROUNDS
LANDSCAPING
THE HOME AND
SCHOOL GROUNDS

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 82 Pages

40 Transparencies

☐ Video Tape ___Minutes ___B & W ___Color ___Size

☐ Film ___Minutes ___B & W ___Color ___Size

☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 6.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number ED 053 339/ VT 012 645

☐ Other Explain

TO ORDER, PLEASE CONTACT: Vocational Education Media Center
Clemson University
Clemson, South Carolina

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Considerable interest has been generated in improving and beautifying home and school grounds. Since the majority of students may participate, this instruction will provide desirable work experience for the student. There are 40 transparencies with paper copies in the set.

These publications were prepared by a committee of agriculture teachers. Costs of individual items may be obtained from Vocational Education Media Center.

STATE SUBMITTING ABSTRACT

Name of State South Carolina

Agency Vocational Education Media Center

Address Clemson University

Clemson, South Carolina

Phone AC/ 803-656-3115

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 319

VOCATIONAL MACHINE SHOP

TITLE OF MATERIALS VOCATIONAL MACHINE SHOP Instructor's Guide

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Larson M. Bland, Randall Jackson

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	275 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The VOCATIONAL MACHINE SHOP Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

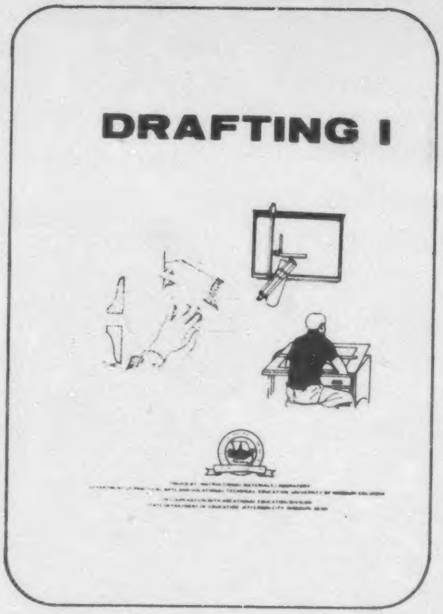
STATE
SUBMITTING
ABSTRACT

Name of State Missouri
Agency Instructional Materials Laboratory
Address University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS	DRAFTING I Instructor's Guide Date developed and/or revised:
NAME OF DEVELOPER(S)	Stephen L. Capelli Howard J. Sorenson



DRAFTING I

IL 000 320

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
293 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ____

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The DRAFTING I Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE SUBMITTING ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 321

TITLE OF MATERIALS

ADVANCED SOYBEAN PRODUCTION
Instructor's Guide
Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Harry W. Pry

ADVANCED SOYBEAN PRODUCTION

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	177 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 4.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The ADVANCED SOYBEAN PRODUCTION Instructor's Guide has been organized into nine problem areas: (a) uses and economic trends for soybeans; (b) resources and growing conditions necessary to produce soybeans; (c) selection of soybean seed; (d) fertilizer for soybeans; (e) planting procedure and seeding rate; (f) control of weeds, insects and diseases; (g) providing additional water for soybeans; (h) harvesting and storing soybeans; and (i) marketing soybeans.

STATE SUBMITTING ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC/ 314/882-2883

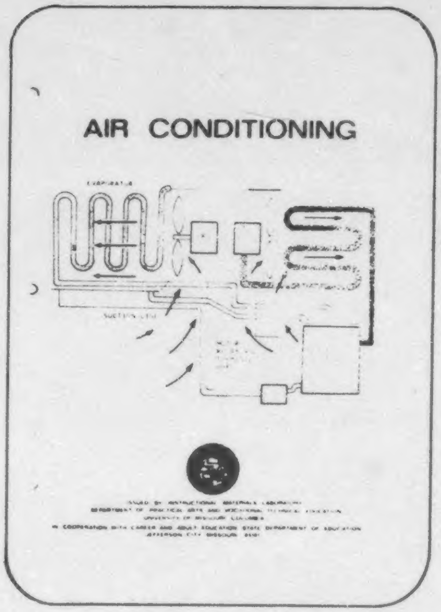
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS AIR CONDITIONING, Instructor's Guide

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Aziz-Ur-Rehman Chawhan, Randall Jackson


AIR CONDITIONING

IL 000 322

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	223 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $10.00) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

Mr. Amon Herd, Director
Instructional Materials Laboratory
University of Missouri-Columbia
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The AIR CONDITIONING Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE SUBMITTING ABSTRACT

Name of State
Missouri

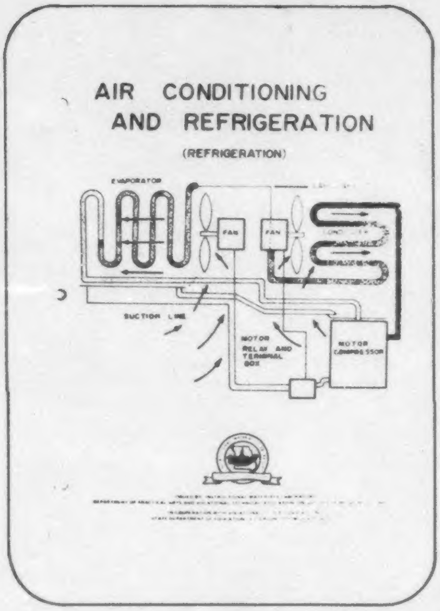
Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201
Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 323



AIR CONDITIONING
AND REFRIGERATION
(REFRIGERATION)

TITLE OF MATERIALS REFRIGERATION Instructor's Guide

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Aziz-Ur-Rehman Chawhan
Randall Jackson

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages
☒ Paper Bound 342 Pages
☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size
☐ Film ____ Minutes ____ B & W ____ Color ____ Size
☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

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PROVISIONS FOR ACQUIRING MATERIALS:

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TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
~~8 Industrial Education~~
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The REFRIGERATION Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE
SUBMITTING
ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

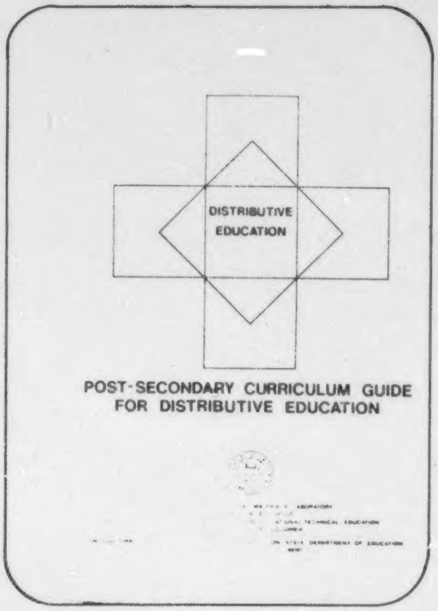
MATERIALS ABSTRACT

IL 000 324

TITLE OF MATERIALS

POST-SECONDARY CURRICULUM GUIDE FOR DISTRIBUTIVE EDUCATION Instructor's Guide

Date developed and/or revised: 1973



POST-SECONDARY CURRICULUM GUIDE FOR DISTRIBUTIVE EDUCATION

NAME OF DEVELOPER(S)

Dr. Barry Reece
Dr. John E. Elias

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 92 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The astronomical growth of post-secondary distributive education programs has resulted in a wide variety of programs with a diversity of program philosophies, curricula, structures, and staff. Teachers and coordinators have been recruited from business and industry and from high school distributive education programs. Their academic backgrounds are equally diverse ranging from degrees in distributive education to business administration to other academic areas.

These differences have precipitated many innovative and exciting concepts being brought into the field. However, it is time that a degree of homogeniety is brought into the programs that will make possible a consistence of quality in all programs. This guide is an attempt to assist in this effort.

The groundwork for this guide was laid during a four week institute conducted at the University of Missouri-Columbia and led by Dr. Barry Reece and Dr. John E. Elias. Included in the Curriculum guide are the following seven areas: (a) Introduction; (b) Steps in Planning a Post-Secondary Program; (c) Facilities and Finance; (d) Student Personnel; (e) Evaluation and Advisory Committees; (f) Appendix A, B, C and D; and (g) Bibliography. Also included are eleven illustrations.

STATE SUBMITTING ABSTRACT

Name of State Missouri	
Agency Instructional Materials Laboratory	
Address University of Missouri-Columbia, 8 Industrial Education	
Columbia, Missouri 65201	Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

BUILDING CONSTRUCTION VOL. 1
Student Study Guide

Date developed and/or revised: 1973

Individual Study Guide
VOL 1
BUILDING CONSTRUCTION

IL 000 325

NAME OF DEVELOPER(S)

Dr. Raphael Lee, Norman Morris
Raymond L. Hanley

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	173 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

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Abstract Prepared in 1974

DESCRIPTOR:

The BUILDING CONSTRUCTION VOL. 1 Student Study Guide consists of an analysis together with assignment sheets covering related occupational information. It has been designed to help the student learn on an individual basis in either a full-time school or cooperative part-time program.

STATE
SUBMITTING
ABSTRACT

Name of State
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Address
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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

ENRICH
YOUR
DAIRY PRODUCTS
TEAM
WITH
The NEW series of color slides on FFA Milk Quality and Dairy Foods Contest.

IL 000 326

TITLE OF MATERIALS MILK QUALITY AND DAIRY FOODS CONTEST
Slides

Date developed and/or revised:

NAME OF DEVELOPER(S) Dr. Bob Marshall, and his Colleagues

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☐ Paper Bound
___ Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Dr. Bob Marshall and his colleagues at the University of Missouri have developed a series of 85 slides with a 30 minute cassette tape to cover all the phases of the National FFA Milk Quality and Dairy Foods Contest. Also the series will cover new contest phases such as cheese identification as well as hints on exams.

STATE SUBMITTING ABSTRACT

Name of State
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Address
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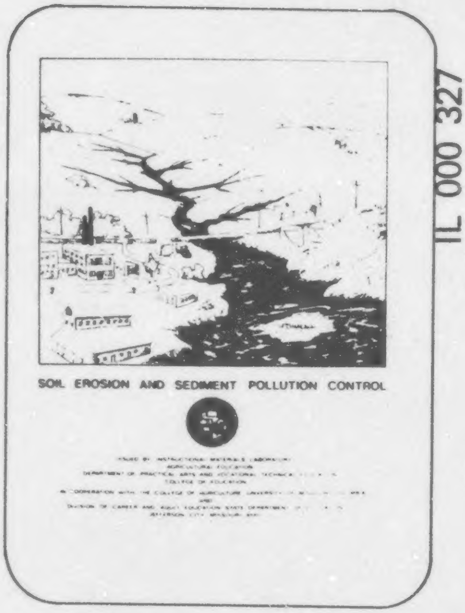
Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


SOIL EROSION AND SEDIMENT POLLUTION CONTROL

IL 000 327

TITLE OF MATERIALS SOIL EROSION AND SEDIMENT POLLUTION CONTROL

Date developed and/or revised:

NAME OF DEVELOPER(S) R. P. Beasley, et. al.

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	164 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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☐ Other Explain

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Amon Herd, Director
Instructional Materials Laboratory
University of Missouri-Columbia
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This course was developed to provide information on surveying and soil erosion control for upper class high school and post high school vocational students. It is organized into thirteen units: (a) surveying; (b) man and the land; (c) water erosion; (d) rainfall and runoff; (e) grassed waterways; (f) underground outlets; (g) terraces; (h) diversions and cross-slope channels; (i) soil and water conservation structures; (j) farm ponds; (k) planning agricultural systems; (l) urban development - erosion control; and (m) wind erosion. It includes handouts and 82 transparencies. All materials have been indexed for your filing convenience and are attractively bound in a three-ring, two-inch capacity plastic binder.

STATE SUBMITTING ABSTRACT

Name of State Missouri

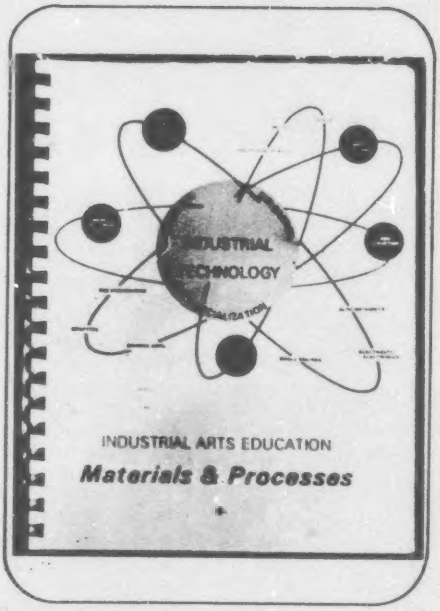
Agency Instructional Materials Laboratory

Address 8 Industrial Education, University of Missouri - Columbia

Columbia, MO 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 328

TITLE OF MATERIALS

KANSAS MODEL FOR INDUSTRIAL EDUCATION
THE CONCEPTUAL BASE FOR INDUSTRIAL EDUCATION

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Wichita State University
1845 Fairmont
Wichita, Kansas 67208

Wichita Public Schools
Wichita, Kansas 67202

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	1783 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (x Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Mr. Howard Runft or Mr Lawrence Foth, State Supervisor for Industrial Education

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COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain A letter must be written stating the parts that are reproduced in order that appropriate credit will be given.

PROVISIONS FOR ACQUIRING MATERIALS:

Manuals ☒ Purchase (Unit cost $ 8.00 each) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

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TO ORDER, PLEASE CONTACT:

Wichita State University
1845 Fairmont
Wichita, Kansas 67208

Audio Visual Aids available from:

Color Craft
P.O. Box 2722
210 N. Washington
Wichita, Kansas 67210

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Kansas Model for Industrial Education is a compilation of three manuals which represent the first attempt by any state at systematic arrangement and flow of Industrial Education Activities. (The following numbering of manuals does not indicate any sequence.)

Manual #1 Industrial Arts Education - POWER AND ENERGY

It is the purpose of this course to explore the conversion, transmission, control and use of energy, and its direct contribution to the rise of civilization. The units included are: Introduction to Power and Energy, Mechanical Systems, Fluid Systems, Electrical Systems, and Combined Systems in Industry.

Each of the units include several lessons. Each lesson is complete with a description of the lesson, behavioral objectives, a time schedule, content outline, equipment and supplies, lecture and class discussion, student activities, demonstration and homework(these may not be included with all lessons), and a comprehensive examination for the unit and the instructors key to the examination.

Manual #2 Industrial Arts Education - MATERIALS AND PROCESSES

Materials and Processes, a study of how man alters materials to increase their value, is a one-year course designed for inclusion into the high school industrial education curriculum.

Participation in Materials and Processes will provide the student with a basis for decision-making relative to, (1) The selection of proper materials for particular products such as electrical, chemical, environmental, structural, operational, aesthetical, and termal and (2) The selection of appropriate processes for the quantity of production required.

The content of this manual is divided into seven units: The Productive System, Classification of Materials, Forming Materials, Separating Materials, Combining Materials, Finishing Materials, and Development of Products. Each unit has several lessons which include: description of the lesson, outline of content, behavioral objectives, description of student activities, and required readings, supplies and equipment.

Manual #3 Industrial Arts Education - VISUAL COMMUNICATIONS

The purpose of this course in Visual Communication is to provide a broad base of conceptual understanding for students of communication with visual materials. The course presents a broad spectrum of activities, processes, and materials employed in the contemporary visual communication industry.

This curriculum guide is composed of four parts: A Teachers Guide, Instructional Aids, Reading Materials for Students, and Appendix A. The teacher's guide includes both lesson plans and laboratory activity materials. Instructional aids is composed of suggested instructional aids for each lesson. The third part is an assortment of reading materials which parallel the content developed in the teacher's guide (the reading materials are also bound separately). Appendix A is composed of suggested instructional materials.

The units included in this manual are: Orientation to Visual Communication, Photographic Communication, Printed Graphic Communication, Technical Graphic Communication, Communication Dissemination, and the Visual Communication Industry.

STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 329

TITLE OF MATERIALS SURFACE GRINDING Slides

Date developed and/or revised:

NAME OF DEVELOPER(S) Raymond Lesh

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☐ Paper Bound
____ Pages

☐ Video Tape
____Minutes
____B & W
____Color
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☐ Film
____Minutes
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____Color
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☐ Slides & Film Strips
____Color
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____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The SURFACE GRINDING Slides includes: Work Assignment Sheet and 30 Objective test questions. The slide series is for group or individual instructions, it includes 80 colored slides, recorded cassette, and written script. The scope of instruction FROM basic functions of the surface grinder TO grinding an actual sample workpiece. The slides are easily coordinated with current textbooks

STATE SUBMITTING ABSTRACT

Name of State Missouri

Agency Instructional Materials Laboratory

Address University of Missouri-Columbia, 8 Industrial Education

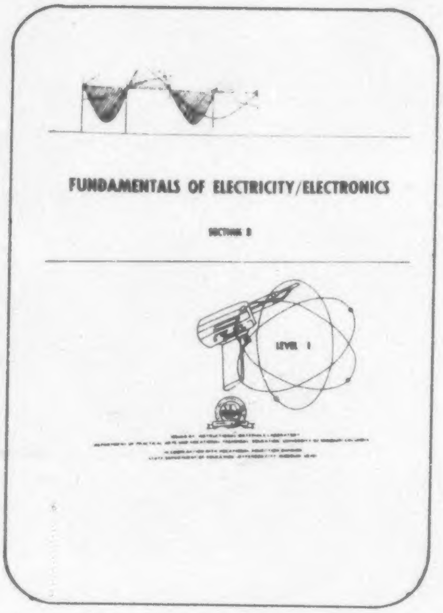
Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 330

TITLE OF MATERIALS	FUNDAMENTALS OF ELECTRICITY/ELECTRONICS LEVEL I, SECTION B Instructor's Guide Date developed and/or revised: 1972
NAME OF DEVELOPER(S)	Julius Schrader, Robert I. Eversoll, & Larson Bland


FUNDAMENTALS OF ELECTRICITY/ELECTRONICS

SECTION B

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 180 Pages

☐ Video Tape ___Minutes ___B & W ___Color ___Size

☐ Film ___Minutes ___B & W ___Color ___Size

☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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TO ORDER, PLEASE CONTACT:

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Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

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Abstract Prepared in 1974

DESCRIPTOR:

The FUNDAMENTALS OF ELECTRICITY/ELECTRONICS LEVEL I, SECTION B Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE SUBMITTING ABSTRACT

Name of State: Missouri

Agency: Instructional Materials Laboratory

Address: University of Missouri-Columbia, 8 Industrial Education

Columbia, MO 65201

Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

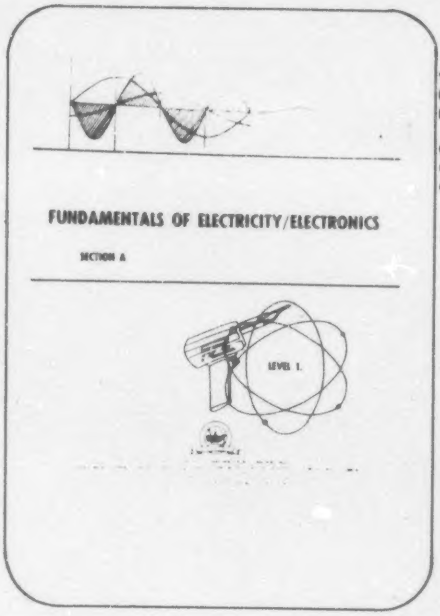
MATERIALS ABSTRACT

IL 000 331

TITLE OF MATERIALS

FUNDAMENTALS OF ELECTRICITY/ELECTRONICS
LEVEL I, SECTION A
Instructor's Guide

Date developed and/or revised: 1972


FUNDAMENTALS OF ELECTRICITY/ELECTRONICS
SECTION A
LEVEL I.

NAME OF DEVELOPER(S)

Julius Schrader, Robert I. Eversoll, & Larson Bland

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	251 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

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8 Industrial Education
Columbia, MO 65201

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Abstract Prepared in 1974

DESCRIPTOR:

The FUNDAMENTALS OF ELECTRICITY/ELECTRONICS LEVEL I, SECTION A Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE
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ABSTRACT

Name of State
Missouri

Agency
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Address
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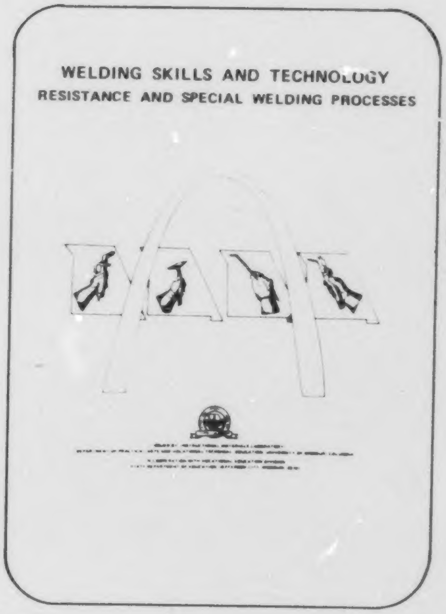
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


WELDING SKILLS AND TECHNOLOGY
RESISTANCE AND SPECIAL WELDING PROCESSES

IL 000 332

TITLE OF MATERIALS
RESISTANCE AND SPECIAL WELDING PROCESSES
Instructor's Guide
Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Aziz-Ur-Rehman Chawhan, Randall Jackson

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The RESISTANCE AND SPECIAL WELDING PROCESSES Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE
SUBMITTING
ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC/ 314/882-2883

IL 000 333

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS AUTO MECHANICS VOL. 2 Student Study Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Muhammad Aslam Asghar

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 405 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The AUTO MECHANICS VOL. 2 Student Study Guide consists of an analysis together with assignment sheets covering related occupational information. It has been designed to help the student learn on an individual basis in either a full-time school or cooperative part-time program.

STATE
SUBMITTING
ABSTRACT

Name of State Missouri	
Agency Instructional Materials Laboratory	
Address University of Missouri-Columbia, 8 Industrial Education	
Columbia, Missouri 65201	Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 334

TITLE OF MATERIALS
CLOTHING AND TEXTILES Instructor's Guide
Date developed and/or revised:

NAME OF DEVELOPER(S)
Pamela Cansler
Audrey Eberlin

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
104 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:
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Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The CLOTHING AND TEXTILES Instructor's Guide is designed for students with a basic background in clothing construction and textiles. Areas included within the guide are: (1) wardrobe planning; (2) clothing construction; (3) creative clothing; (4) personal and family clothing; and (5) advanced construction techniques and couturier touches. The guide includes evaluation devices, transparency masters, individual study lessons and an extensive bibliography and resource listing to assist teachers in identifying and providing students with a variety of learning experiences.

STATE SUBMITTING ABSTRACT

Name of State Missouri
Agency Instructional Materials Laboratory
Address University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC/ 314/882-2883

IL 000 335

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS SHIELDED METAL ARC, Instructor's Guide

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Aziz-Ur-Rehman Chawhan, Randall Jackson

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The SHIELDED METAL ARC Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

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University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 314/882-2883
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 336

TITLE OF MATERIALS AIR CONDITIONING Individual Study Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Muhammad Aslam Asghar

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	208 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Columbia, MO 65201

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Abstract Prepared in 1974

DESCRIPTOR:

The AIR CONDITIONING Individual Study Guide consists of an analysis together with assignment sheets covering related occupational information. It has been designed to help the student learn on an individual basis in either a full-time school or cooperative part-time program.

STATE SUBMITTING ABSTRACT

Name of State Missouri
Agency Instructional Materials Laboratory
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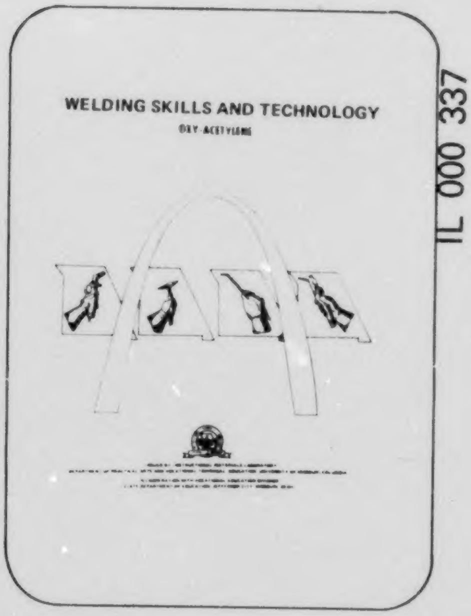
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 337

TITLE OF MATERIALS OXY-ACETYLENE WELDING, Instructor's Guide

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Aziz-Ur-Rehman Chawhan, Randall Jackson

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages
☒ Paper Bound ___ Pages
☐ Video Tape ___Minutes ___B & W ___Color ___Size
☐ Film ___Minutes ___B & W ___Color ___Size
☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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Abstract Prepared in 1974

DESCRIPTOR:

The OXY-ACETYLENE WELDING Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

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Name of State
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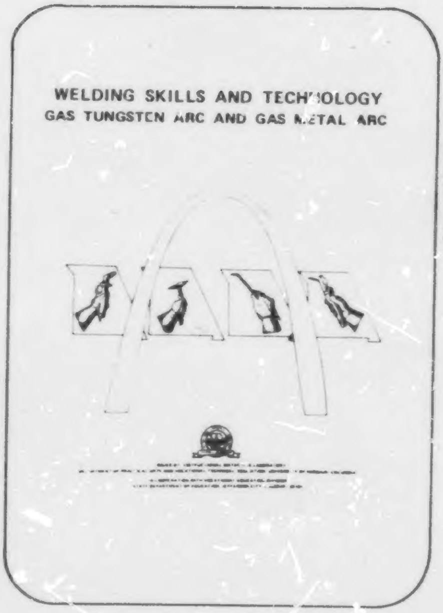
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


WELDING SKILLS AND TECHNOLOGY
GAS TUNGSTEN ARC AND GAS METAL ARC

IL 000 338

TITLE OF MATERIALS GAS TUNGSTEN ARC AND GAS METAL ARC
Instructor's Guide

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Aziz-Ur-Rehman Chawhan, Randall Jackson

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound
___ Pages

☐ Video Tape
___Minutes
___B & W
___Color
___Size

☐ Film
___Minutes
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___Color
___Size

☐ Slides & Film Strips
___Color
___B & W
___ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

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Columbia, MO 65201

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Abstract Prepared in 1974

DESCRIPTOR:

The GAS TUNGSTEN ARC AND GAS METAL ARC Instructor's Guide contains information and demonstration lesson plans. The first part of the guide contains an occupational analysis upon which the lesson plans were based and organized for instructional purposes. The latter part of the guide consists of information and demonstration lessons. The instructor's guide is designed to provide curriculum materials that vocational and practical arts instructors can utilize in identifying, selecting and organizing materials for their courses of study. The guide is organized into lesson plan formats. Each lesson plan includes: (1) objectives; (2) a lesson title; (3) lesson objectives; (4) informational references to current textbooks; (5) a list of supplementary teaching aids; (6) an introductory statement; (7) a lesson outline or steps of procedure; (8) lesson interaction items; (9) a list of suggested classroom, shop or laboratory activities; and (10) example unit test items for each lesson.

STATE SUBMITTING ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
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Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

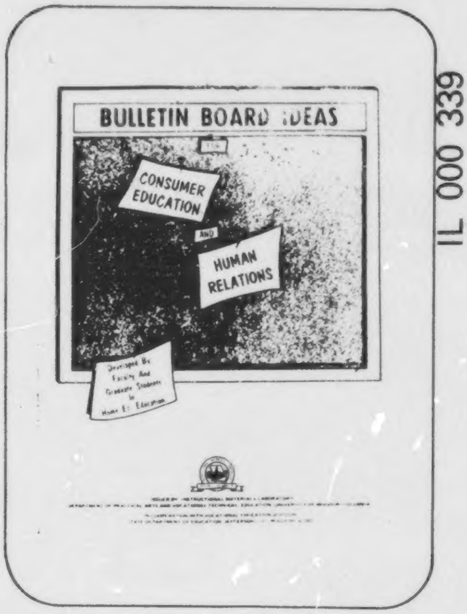
MATERIALS ABSTRACT

IL 000 339

TITLE OF MATERIALS BULLETIN BOARD IDEAS

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)


BULLETIN BOARD IDEAS
FOR
CONSUMER EDUCATION
AND
HUMAN RELATIONS

Developed By Faculty And Graduate Students In Home Ec Education

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	32 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The BULLETIN BOARD IDEAS Guide is an instructional resource providing home economics teachers with clear, concise directions for reproducing 32 bulletin board ideas in the areas of Consumer Education and Human Relations. The bulletin board ideas are designed to stimulate classroom involvement and provide additional discussion topics. They can be constructed from readily available materials with a minimum expenditure of time and effort. It is available in an attractively designed spiral-bound soft-cover booklet.

STATE
SUBMITTING
ABSTRACT

Name of State Missouri
Agency Instructional Materials Laboratory
Address University of Missouri-Columbia, 8 Industrial Education
Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 340

TITLE OF MATERIALS THE INDEPENDENT STUDY CONTRACT IN DISTRIBUTIVE EDUCATION Instructor's Guide

Date developed and/or revised: 1973

INDEPENDENT
IN DISTRIBUTIVE
DE

NAME OF DEVELOPER(S) Dr. John Elias, Bruce Staff

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 33 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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Other comment:

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TO ORDER, PLEASE CONTACT:

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8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

THE INDEPENDENT STUDY CONTRACT IN DISTRIBUTIVE EDUCATION Instructor's Guide

For many years distributive educators have searched for ways to personalize and individualize the DE curriculum. Of the many methods attempted, some have worked well for some teacher coordinators but, unfortunately, most have not been satisfactory. Dr. John Elias and Mr. Bruce Staff have conceived a method of independent study that has great merit. The independent study contract provides a system for maximum flexibility in the classroom while it assists in our number one objective, helping the student progress toward his occupational goal. The system is both practical and usable. It furnishes a method of organizing all the various things we have been doing in individual study and "targeting in" on each students' unique needs and interests.

STATE SUBMITTING ABSTRACT

Name of State Missouri

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Address University of Missouri-Columbia, 8 Industrial Education

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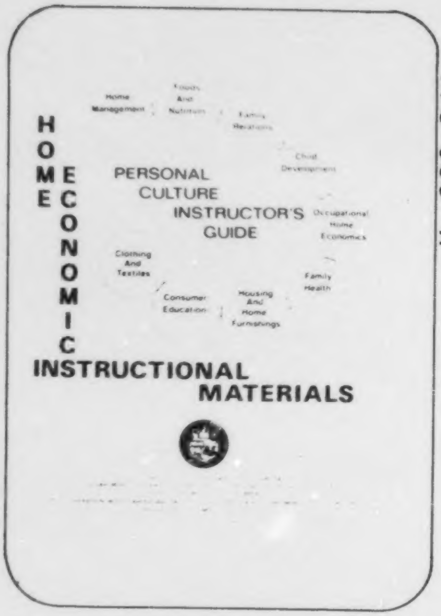
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


HOME ECONOMIC INSTRUCTIONAL MATERIALS

PERSONAL CULTURE INSTRUCTOR'S GUIDE

Home Management
Foods And Nutrition
Family Relations
Child Development
Occupational Home Economics
Family Health
Housing And Home Furnishings
Consumer Education
Clothing And Textiles

IL 000 341

TITLE OF MATERIALS PERSONAL CULTURE, Instructor's Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Pamela Cansler, Audrey Eberlin

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 104 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

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Columbia, MO 65201

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Abstract Prepared in 1974

DESCRIPTOR:

The PERSONAL CULTURE INSTRUCTOR'S GUIDE is a resource guide for teachers including topics related to personal psychology, mental health, personality development, social behavior and charm, cultural roles, appropriate attire and grooming, and the development of skills and habits contributing to employability. Included within the guide are additional evaluation devices, bulletin board ideas, individual instruction sheets and supplementary suggestions for student activities.

STATE
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ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
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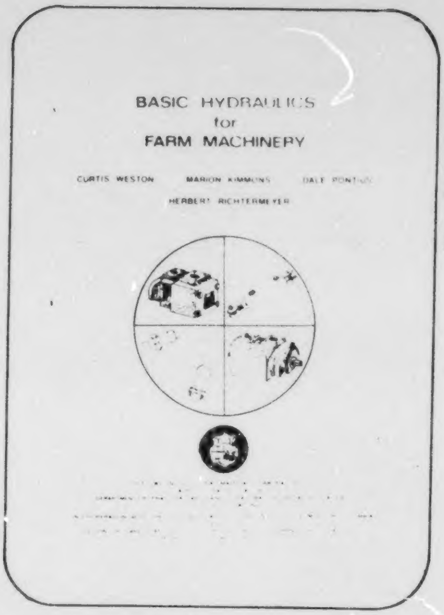
Columbia, Missouri 65201 Phone AC/314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 342



BASIC HYDRAULICS
for
FARM MACHINERY

CURTIS WESTON MARION KIMMONS DALE PONTIUS
HERBERT RICHTERMEYER

TITLE OF MATERIALS

BASIC HYDRAULICS FOR FARM MACHINERY
Instructor's Guide
Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Marion Kimmons
Dale Pontius
Herbert Richtermeyer
Curtis Weston

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	57 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

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Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The BASIC HYDRAULICS FOR FARM MACHINERY Instructor's Guide includes 14 teaching plans, 31 transparencies and handouts. It is based upon the John Deere FOS Manual and slides.

STATE
SUBMITTING
ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC/ 314/882-2883

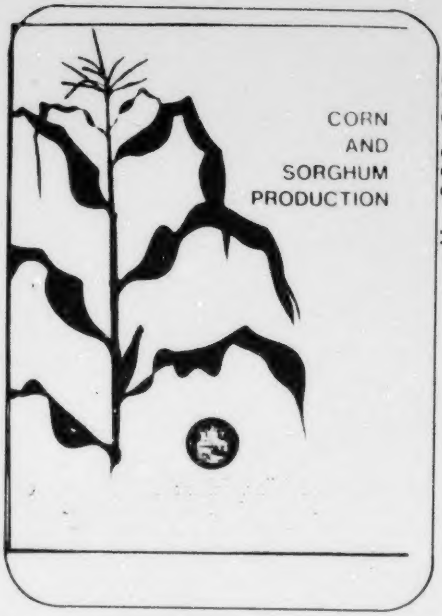
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS CORN AND SORGHUM PRODUCTION, Instructor's Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Harry W. Pry


CORN
AND
SORGHUM
PRODUCTION

IL 000 343

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 281 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (x) No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The ADVANCED CORN AND SORGHUM PRODUCTION Instructor's Guide has been organized into twelve problem areas: (a) economic considerations in corn production; (b) climatic, soil and equipment needs for producing corn; (c) selection of seed corn; (d) fertilization of corn; (e) soil preparation and planting corn; (f) cultivation and chemical weed control; (g) control of insects and diseases; (h) irrigation and plant growth; (i) harvesting and storing corn as grain or silage; (j) marketing corn; (k) growing grain sorghums; and (l) growing forage sorghums for silage and pasture.

STATE
SUBMITTING
ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC/314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 344

TITLE OF MATERIALS

CHILD CARE AND DEVELOPMENT OCCUPATIONS
Competency Based Teaching Modules
For
Secondary, Post-Secondary and Adult Programs

Date developed and/or revised: 1974

CHILD CARE AND DEVELOPMENT OCCUPATIONS
COMPETENCY BASED TEACHING MODULES
ATLANTA PUBLIC SCHOOLS

NAME OF DEVELOPER(S)

Mrs. Irene B. Rose, Co-director
Curriculum Modules Project
Curriculum Development
Atlanta Public Schools
2930 Forrest Hill Drive, S. W.
Atlanta, Georgia 30315

Mrs. Mary E. White, Co-director
Curriculum Modules Project
Curriculum Development
Atlanta Public Schools
2930 Forrest Hill Drive, S. W.
Atlanta, Georgia 30315

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
1,800 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

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Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

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TO ORDER, PLEASE CONTACT: FOR SALE

Superintendent of Documents
U. S. Government Printing Office
Division of Public Documents
Washington, D. C. 20402

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Curriculum Modules for Child Care/Development Occupations project was proposed by Atlanta Public Schools and subsequently funded in 1971 by the Bureau of Adult Vocational Technical Education, USOE, in response to a prevelant need on both local and national levels for curriculum materials on which to base relevant training programs for child care/development occupations. Consequently, the project developed curriculum in modular form for use by teachers on secondary, post-secondary and adult levels for training persons entering employment in occupations related to child care, up-grading persons already on the job, and assisting parents.

Subject areas are related to nurturing optimum physical, mental and emotional development of children in group care, family care, foster homes, and in their own homes. The guidelines form a separate unit dealing with rationale and directions for setting up and using the whole program.

The twenty-five teaching modules included in this series are as follows:

1. Child Care/Development Occupations
2. Finding and Keeping A Job
3. Understanding Self and Others
4. Communication Skills
5. Child Growth and Development
6. Infant Care
7. Toddler Care
8. School Age Care
9. Observation and Recording
10. Guidance Techniques
11. Child Nutrition
12. Child Health and Safety
13. Art Activities
14. Music Activities
15. Dramatic Activities
16. Social Activities
17. Language Activities
18. Science Activities
19. Number Activities
20. Program Planning
21. Working With Parents
22. Foster Family Care
23. Administration and Supervision
24. Exceptional Children
25. Family Child Care

These teaching modules are competency based, self-contained, non-sequential units which may be used singly or in combination with other modules in the series. Whenever appropriate, each module contains components for two levels of training, Level I for the entry level worker, and Level II for the more advanced worker. Each module includes a rationale, behaviorally stated student competencies, teaching strategies, resources, and supplementary materials. Pre-, interval, and post-assessment items directly related to the competencies are provided.

The modules were developed under the guidance of USOE program officers and a committee of consultants and educational leaders who have national recognition. Work proceeded with the help of workshops with high school and post-secondary child care/development teachers, numerous contacts and visits with programs throughout the nation, and by researching and compiling current literature and other materials in the field. Thirteen states were selected as field test sites, with 67 schools in 58 cities participating. This included approximately 111 teachers and an estimated 2,142 students. The modules were then revised and updated on the basis of the field test reports. Although no feedback is available since the final revision, field test reports indicated excitement and enthusiasm for the materials developed and a desire to use the finished product when available.

STATE
SUBMITTING
ABSTRACT

Name of State
Georgia

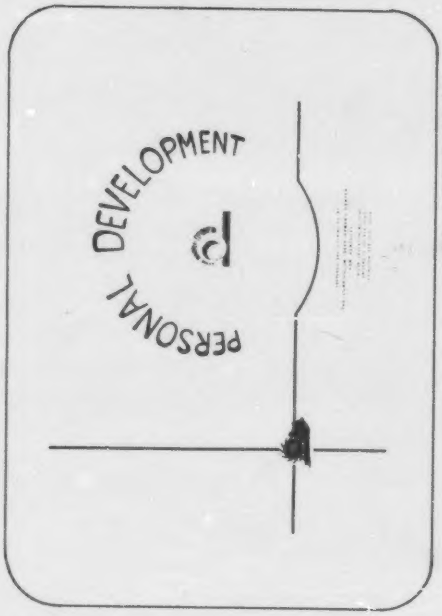
Agency
Atlanta Public Schools

Address
224 Central Avenue, S. W.; Atlanta, Georgia 30303

Phone AC/ 404-659-3381

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 345

TITLE OF MATERIALS

PERSONAL DEVELOPMENT

Date developed and/or revised:

NAME OF DEVELOPER(S)

Miss Mary J. Nordloh,
Special Vocational Education Teacher
Newport High School
Newport, Kentucky

Other CDC personnel with consultants from
State Department of Vocational Education,
Special Functions Unit

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	88 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

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By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( ) Yes (X) No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 3.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☒ Other Explain This fee is for out-of-state teachers. It is free to Kentucky teachers.

TO ORDER, PLEASE CONTACT:

Mrs. Lila T. Rankin
Materials Specialist D/H
Curriculum Development Center
Taylor Education Building, Room 151
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This unit "Personal Development" is one of a series of "Orientation to the World of Work" units designed for special vocational education teachers and other vocational teachers who have disadvantaged and handicapped in their classes. There are nine other units in this series.

This unit has been field-tested, revised and edited in light of comments made from teachers. There were several teachers involved in writing this unit. A two-week workshop was held in the summer of 1972 which emphasized training in the preparation of instructional materials. Four additional one-day workshop sessions were held to provide assistance toward the completion of this unit and other units in the series.

A two-day workshop was held in June 1973 to revise the field-tested copies.

This unit was produced as a result of the following rationale. A healthy self-concept is essential to success on the job and success in life. Experience shows that too often disadvantaged and handicapped students think of themselves as "no good," "different," or, as they frequently put it, "dumb."

It is also true that their personal development has often been neglected. A variety of factors may contribute to this, such as marginal or substandard living conditions, lack of a prototype in the student's own environment, the absence of anyone capable or interested in helping develop the refinements of life.

The slow learner, not knowing what constitutes acceptable behavior, often relies on inappropriate adjustment techniques, such as impulsive, dramatic actions and fads. Not knowing how to use leisure time wisely, he often resorts to detrimental rather than socially acceptable behavior.

Realizing these problems, this unit is presented. The school must accept a major role in helping disadvantaged and handicapped students learn skills, habits, and understand values held by society, so that he will be less different, better assimilate into the community, and grow toward a healthy self-concept.

STATE
SUBMITTING
ABSTRACT

Name of State	Kentucky
Agency	Curriculum Development Center
Address	Taylor Education Building, Room 151 University of Kentucky Lexington, Kentucky 40506
	Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 346

OCCUPATIONAL SAFETY

TITLE OF MATERIALS	OCCUPATIONAL SAFETY Date developed and/or revised:
NAME OF DEVELOPER(S)	Clarence Evans Special Voc. Ed. Teacher Ahrens High School Louisville, Kentucky & Richard Wills, Teacher Harrison Co. High Cynthiana, Kentucky
	Other CDC personnel with consultants from State Department of Education, Special Functions Unit

---

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	65 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

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☒ Other Explain Cost applies to out-of-state teachers. It is free to Kentucky teachers.

TO ORDER, PLEASE CONTACT:

Mrs. Lila T. Rankin
Materials Specialist
Curriculum Development Center
Taylor Education Building, Room 151
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This unit "Occupational Safety" is one of a series of "Orientation to the World of Work" units designed for special vocational education teachers and other vocational teachers who have disadvantaged and handicapped in their classes. There are nine other units in this series.

This unit has been field-tested, revised and edited in light of comments made from teachers. There were several teachers involved in writing this unit. A two-week workshop was held in the summer of 1972 which emphasized training in the preparation of instructional materials. Four additional one-day workshop sessions were held to provide assistance toward the completion of this unit and other units in the series.

A two-day workshop was held in June 1973 to revise the field-tested copies.

This unit was produced as a result of the following rationale. In our mechanized world of today, students should become more safety conscious. One out of four people will have an accident that requires a doctor's care this year. Realizing that nine out of ten accidents can be prevented or avoided, students should be trained in methods of prevention in order to protect their health, job, and pocketbook. The chief causes of accidents are wrong attitudes, lack of knowledge, and errors in judgment. Making the student safety conscious will contribute to his being successful in the world of work.

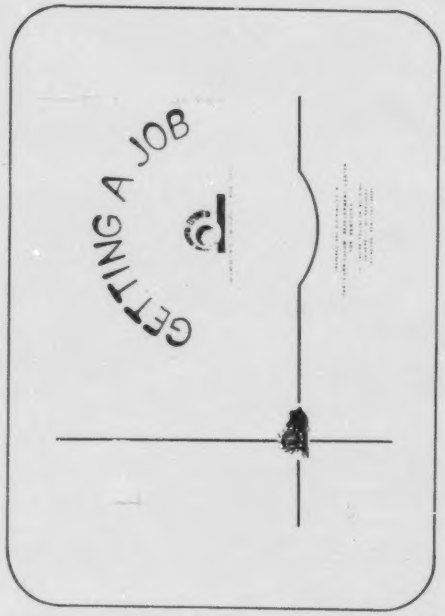
The teacher will provide information and experiences that will help the student to develop positive attitudes, acquire knowledge, and grow in his ability to make sound judgments in order to prevent injury to himself or his fellow-workers.

STATE
SUBMITTING
ABSTRACT

Name of State	Kentucky
Agency	Curriculum Development Center
Address	Taylor Education Building, Room 151 University of Kentucky Lexington, Kentucky 40506
	Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 347

TITLE OF MATERIALS

GETTING A JOB

Date developed and/or revised:

NAME OF DEVELOPER(S)

Oscar Atkins, Teacher
Special Vocational Ed.
Belfry High School
Belfry, Kentucky

&

Judith Delaney, Teacher
Special Vocational Ed.
Fleming County High
Flemingsburg, Kentucky

and other CDC personnel with consultants from
State Department of Education,
Special Functions Unit

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
88 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

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☒ Other Explain This fee applies to out-of-state teachers. It is free to Kentucky teachers

TO ORDER, PLEASE CONTACT:

Mrs. Lila T. Rankin
Materials Specialist
Curriculum Development Center
Taylor Education Building
University of Kentucky
Lexington, Kentucky 40506

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This unit "Getting a Job" is one of a series of "Orientation to the World of Work" units designed for special vocational education teachers and other vocational teachers who have disadvantaged and handicapped in their classes. There are nine other units in this series.

This unit has been field-tested, revised and edited in light of comments made from teachers. There were several teachers involved in writing this unit. A two-week workshop was held in the summer of 1972 which emphasized training in the preparation of instructional materials. Four additional one-day workshop sessions were held to provide assistance toward the completion of this unit and other units in the series.

A two-day workshop was held in June 1973 to revise the field-tested copies.

This unit was produced as a result of the following rationale. Most students today know very little about the world of work. This is especially true of the disadvantaged and handicapped students in secondary schools, and it is particularly true in relation to the area of knowledge and skills which pertain to getting a job. Even though these students may possess the skills necessary for a job, or even learn the job skills required, it is a well-known fact that seventy-five per cent of all applicants are "screened out" by employment application forms alone. With such students not possessing the ability to properly complete such a paper, they would invariably be among the seventy-five per cent screened out. They are further deterred from actually getting a job by not knowing where to find jobs or where to get placement services, by their inability to use a telephone, or by being unable to write a letter of application or resume. Even if the disadvantaged/handicapped reach the final stage, the interview, they will almost certainly be prevented from getting employment because of grooming, speech habits, manners, or mannerisms unacceptable by businessmen, or by nervousness brought on by being in a situation and with a type of person alien to their previous personal experiences and knowledge.

Such students are normally found among the large numbers of high school dropouts who constitute a group that has one of the highest unemployment rates in the nation. Now, however, many are being kept in school by special programs and services and are being given job skills. These efforts will still be to no avail if these students cannot actually get the job so that they can apply the skills learned. Therefore, this unit must be an integral part of all special vocational education programs and should be an integral part of regular vocational programs. It forms the bridge which connects vocational orientation and vocational preparation with the actual world of work.

STATE
SUBMITTING
ABSTRACT

Name of State	Kentucky
Agency	Curriculum Development Center
Address	Taylor Education Building, Room 151 University of Kentucky Lexington, Kentucky 40506
	Phone AC/

IL 000 348

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

COMMUNICATIONS SKILLS SYLLABUS:
ELECTROMECHANICAL TECHNOLOGY

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Projects in Electro-mechanical Technology."
Technical Education Research Centers
Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 197 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:
Maurice Roney
Technical Education Research Centers
Box 4396
Waco, Texas 76705

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain limited

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 15.00) ☐ Rent (Unit cost $ ____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

EMT Program Coordinator
Technical Education Research Centers
44 Brattle Street
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Electro-Mechanical Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (EMTs). Funded by the U.S. Office of Education from 1968 to 1973, the Project has been conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

PROBLEM:

Establishing educational programs for careers in the emerging field of electromechanical technology--which combines skills and knowledge in both physical sciences and engineering fields--presents challenges to community colleges and technical institutes. As industry develops increasingly sophisticated, automatically controlled equipment for manufacturing, distributing, and processing, the demand will expand for technicians who are educated to maintain systems and components based on principles from more than one system. The attempt by an individual school or even state system to develop necessary cross-disciplinary materials for EMT career programs is ineffective on both an instructional and cost basis. The EMT PROGRAM meets this need.

OBJECTIVES:

The EMT PROGRAM is a nationally coordinated endeavor for assisting community colleges and technical institutes to educate technicians in both the quantity and quality demanded by potential EMT employers. As future systems technicians, EMT students need to acquire applied knowledge of mechanical, hydraulic, pneumatic, electronic, optical, and thermal devices. A curriculum approach of "unified concepts" results in graduating technicians who have a fundamental technical understanding of principles applicable to several technologies. The EMT PROGRAM is designed to assist either in implementing new career programs or in modifying existing offerings which produce qualified electromechanical technicians.

METHODS:

Initially TERC surveyed the need for EMT's and the resources to address this need. National workshops were conducted to bring together leading employers, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum and instructional materials.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 349

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

ELECTROMECHANICAL TECHNOLOGY
MATHEMATICS SYLLABUS

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Projects in Electromechanical Technology,"
Technical Education Research Centers

Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	437 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:
Maurice Roney
Technical Education Research Centers
Box 4396
Waco, Texas 76705

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 25.00) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

EMT Program Coordinator
Technical Education Research Centers
44 Brattle Street
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Electro-Mechanical Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (EMTs). Funded by the U.S. Office of Education from 1968 to 1973, the Project has been conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 350

TITLE OF MATERIALS

SOCIAL SCIENCE SYLLABUS: ELECTROMECHANICAL TECHNOLOGY

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Projects in Electromechanical Technology."
Technical Research Centers
Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 88 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

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Waco, Texas 76705

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44 Brattle Street
Cambridge, MA 02138

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Abstract Prepared in 1974

DESCRIPTOR:

The Electro-Mechanical Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (EMTs). Funded by the U.S. Office of Education from 1968 to 1973, the Project has been conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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STATE SUBMITTING ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 351

TITLE OF MATERIALS
ELECTROMECHANICAL TECHNOLOGY PROGRAM COMPENDIUM

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Project Staff, "Development & Evaluation of
Educational Projects in Electromechanical
Technology."
Technical Education Research Centers
Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	43 Pages	____ Minutes	____ Minutes	____ Color
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TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other Employers

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Abstract Prepared in 1974

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DESCRIPTION:

This compendium is an overview of the TERC EMT Project. It describes considerations which are basic to implementation of an EMT program; occupational analysis of the EMT Technician, student characteristics and requirements, instruction procedures and curriculum materials.

STATE SUBMITTING ABSTRACT	Name of State
	Agency
	Address
	Phone AC/

IL 000 352

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

DEVELOPING AN ELECTROMECHANICAL TECHNOLOGY PROGRAM: SUGGESTIONS FOR INSTRUCTORS

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Projects in Electromechanical Technology."
Technical Education Research Centers
Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	99 Pages	____ Minutes	____ Minutes	____ Color
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		____ Size	____ Size	Audio ( )Yes ( )No

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TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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Waco, Texas 76705

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Cambridge, MA 02138

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Abstract Prepared in 1974

DESCRIPTOR:

The Electro-Mechanical Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (EMTs). Funded by the U.S. Office of Education from 1968 to 1973, the Project has been conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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DESCRIPTION:

This excellent reference for instructors provides first-hand experiences and reactions reported by instructors at schools offering the TERC EMT program during the test and evaluation stage. It describes the similarities and differences between the EMT and single-discipline programs, and the special requirements of a faculty involved in multidiscipline programs.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

IL 000 353

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

PLANNING AN ELECTROMECHANICAL TECHNOLOGY
PROGRAM: SUGGESTIONS FOR ADMINISTRATORS

Date developed and/or revised: 1973

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of
Educational Projects in Electromechanical
Technology."
Technical Education Research Center
Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	101 Pages	____Minutes	____Minutes	____Color
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Abstract Prepared in 1974

DESCRIPTOR:

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DESCRIPTION:

This document outlines steps necessary to establish a two-year, Associates Degree EMT Program. Stressed is the importance and make-up of Advisory Committees for determining the local EMT manpower needs.

A flow chart time-phases steps necessary to establish a technology program.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

IL 000 354

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

ELECTROMECHANICAL TECHNOLOGY SOURCEBOOK OF
SCHOOLS AND INDUSTRIAL SUPPLIERS

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of
Educational Projects in Electromechanical
Techmology,"
Technical Education Research Center
Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
327 Pages

☐ Video Tape
____ Minutes
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____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
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____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☒ Other Employers

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Abstract Prepared in 1974

DESCRIPTOR:

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DESCRIPTION:

The Sourcebook is a compilation of data concerning all known EMT programs offered in the United States and Canada.

A list of companies and the laboratory-experiment equipment they offer, is included, as is a set of matrices permitting easy inventorying and Comparison of a school's existing equipment versus EMT needs.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

IL 000 355

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Electromechanical Technology (An Overview)

Date developed and/or revised: 1970

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Projects in Electromechanical Technology."
Technical Education Research Center
Waco, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	47 Pages	____ Minutes	____ Minutes	____ Color
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		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other Employers

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Abstract Prepared in 1974

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DESCRIPTION:

Outlined are the unique educational requirements and instructional processes of an EMT program. It is especially useful to executives considering EMT programs.

This guide discusses two unique educational concepts: (1) the use of a first-year technical core curriculum; (2) the introduction of a Unified Concepts approach to certain subjects.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 356

TITLE OF MATERIALS

ELECTROMECHANICAL TECHNOLOGY: LABORATORY TEXTS AND INSTRUCTOR'S DATA GUIDE

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Projects in Electromechanical Techology," Technical Education Research Center, Waco, Texas.

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 150 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

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☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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DESCRIPTOR:

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METHODS:

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DESCRIPTION:

These sixteen TERC-developed and classroom-tested Laboratory Texts and sixteen companion Instructor Data Guides combine textbook features with hands-on laboratory experiments.

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Electronics/ELECTRICTY
Mechanisms/DRIVES
Electromechanisms/DEVICES

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Mechanisms/LINKAGES
Electromechanisms/MOTOR CONTROLS

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Electromechanisms/AUTOMATIC CONTROLS

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Electronics/COMMUNICATIONS
Mechanisms/MATERIALS
Electromechanisms/SERVOMECHANISMS
Electromechanisms/FABRICATION

STATE
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Name of State	Texas
Agency	Technical Education Research Center
Address	Box 4395
	Waco, Texas 76705 Phone AC/

IL 000 357

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS Digest of Educational Programs: Biomedical Equipment Technology

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology, "Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	340 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138 617/0430

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 29.50) ☐ Rent (Unit cost $ ___) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

PROBLEM:

National and regional surveys have shown an urgent national need for the development of new educational programs in the field of Biomedical Equipment Technology, a rapidly emerging technology which is critical to the nation's health care system. Biomedical Equipment Technicians (BMET's) are employed by hospitals and biomedical equipment manufacturers to calibrate, repair, operate and maintain the complex instrumentation used in hospitals and other medical settings for diagnosis and treatment of patients.

OBJECTIVES:

The BMET PROGRAM was developed as a response to this national problem. The PROGRAM is an ongoing collaboration by TERC and a broad spectrum of schools and others throughout the country to implement and improve needed educational programs for Biomedical Equipment Technicians. BMET PROGRAM objectives are to:

- facilitate the development and implementation of BMET educational programs throughout the country which are adequate in number and quality to meet the needs of hospitals and other employers, and
- work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMET's by employers.

METHODS:

Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION:

By describing all known BMET operating programs, and listing those planned for future operation, the Digest allows exchange of information among program directors. It also serves as a useful resource for potential BMET students.

Included in the updated Digest is a CURRICULA COMPILATION of 26 biomedical equipment technology programs. Each curriculum is presented in a standard format to facilitate comparisons of areas in which courses are offered, sequencing and credit hours, and brief descriptions of the BMET courses.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 358

TITLE OF MATERIALS: Biomedical Equipment Technology Instruction Modules: Operation and Measurement; Component Analysis; Systems Analysis; Laboratory Apparatus.

Date developed and/or revised: 1973-74

NAME OF DEVELOPER(S): Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology," Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:
BMET Project Coordinator
Technical Education Research Centers
44 Brattle Street
Cambridge, MA 02138 617-547-0430

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain: Limited

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.50/per module) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Technical Education Research Centers
44 Brattle Street
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

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>
> work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMET's by employers.

DESCRIPTION:

OPERATION AND MEASUREMENT MODULES
These modules are designed to provide the student with a background on the source of signal for a given instrument, the basis on which the instrument measurement is made, and the use of results. An experiment instructs the student in the proper operating technique for the instrument and the method of analyzing the data. Modules include: Electrocardiography; Blood Pressure Measurement; Respiration & Temperature Measurement; Spectrophotometry.

COMPONENT ANALYSIS MODULES
Component modules provide a Technical Electronic Core. In these modules the hardware component is discussed, an analysis of its operation is presented in terms of input-output characteristics, and finally a laboratory exercise is given for the students to assemble the circuit and study its operation. Modules include: Linear Operational Amplifier; Power Amplifier; Differential Amplifier; Voltage Level Detector; Monostable Multivibrator; Low-Pass Filter; unijunction Oscillator; Wheatstone Bridge.

SYSTEMS ANALYSIS MODULES
In these modules an instrument system in terms of the flow of information from the source to a particular output display mode or feedback loop. Experimentally the student assembles a functioning system from the component blocks and studies their interaction. Modules include: ECT Monitor; Electrocardiograph; Cardiotachometer; Blood Pressure Recorder; Respiration Rate Recorder; Electronic Clinical Thermometer; Spectrophotometer.

LABORATORY APPARATUS
The laboratory apparatus consists of a compatible set of body function simulators, transducers, circuit breadboards and output devices. They are designed around integrated circuits and other contemporary devices. The components can be studies separately using the Component Analysis modules, or put together in a building block fashion to form six functioning medical instruments, using the System Analysis modules. The constructioned instruments can then be operated to make real medical measurements, using the Operation and Measurement modules.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 359

TITLE OF MATERIALS

Digest of Educational Materials: An Annotated Bibliography for Biomedical Equipment Technology

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology, "Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	327 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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Cambridge, MA 02138 617-547-0430

Other comment:

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TO ORDER, PLEASE CONTACT:

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44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

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The Biomedical Equipment Technology Programs assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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METHODS:

Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION:

Instructors in the field have accumulated a bibliography of instructional materials including manufacturers' literature, filmstrips, movies, and periodicals that are useful in teaching biomedical technology. Included is an assessment of the usefulness of the materials, the general areas the materials cover, and purchasing information. The Digest is a two-volume document.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 360

TITLE OF MATERIALS

Digest of Educational Programs: Nuclear Medicine Technology (1974 Update)

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Project Staff "Development of Career Education Opportunities for technicians in the Nuclear Medicine Field," Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound ____ Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

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By whom:

NMT Program Coordinator
Technical Education Research Centers
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Cambridge, MA 02138 617/547-0430

Other comment:

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☐ Other Explain being published

TO ORDER, PLEASE CONTACT:

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Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Nuclear Medicine Technician Project assists schools and hospitals throughout the United States in the planning, development, and implementation of educational programs to prepare nuclear medicine technicians (NMT). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being executed by Technical Education Research Centers. TERC is an independent nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

PROBLEM:

Nuclear medicine equipment sales have been growing at the rate of about 15% annually over the past few years. More well-prepared technicians are needed to measure radionuclide doses, position patients, operate sophisticated instrumentation, and maintain records of radioisotope use. However, in 1972 training programs graduated only 614 NMTs, less than half the estimated need.

OBJECTIVE:

The NMT Project was funded to assist community college and hospitals throughout the nation in implementing educational programs for NMTs and in maintaining the relevance of such programs to regional and national employment needs for NMTs.

METHODS:

Initially TERC surveyed the need for NMTs and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and curriculum development.

DESCRIPTION:

By listing all known NMT existing and planned programs, the Digest allows exchange of information among program directors and collaboration between community college and hospital based programs. The Digest is a useful resource for potential NMT students. It is the only document which describes in some detail programs for training nuclear medicine technicians, with information about program length, type of certificate or degree awarded, costs to and support for students, curriculum content, number of course and clinical hours, and A.M.A. approval status. The Digest is an expanded and up-dated version of a previous document which has been considered highly useful in the NMT field.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

IL 000 361

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

A Source Book of Working Papers: Nuclear Medicine Technology

Date developed and/or revised: 1971/72

NAME OF DEVELOPER(S)

NMT Project Staff, "Development of Career Education Opportunities for Technicians in the Nuclear Medicine Field," Technical Education Research Centers, Cambridge MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 208 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

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By whom:
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Technical Education Research Centers
Cambridge, Mass. 617/547-0430

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

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PROVISIONS FOR ACQUIRING MATERIALS:

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TO ORDER, PLEASE CONTACT:

NMT Program Coordinator
Technical Education Research Centers
44 Brattle Street
Cambridge, Mass. 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Nuclear Medicine Technician Project assists schools and hospitals throughout the United States in the planning, development, and implementation of educational programs to prepare nuclear medicine technicians (NMT). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being executed by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

PROBLEM:

Nuclear medicine equipment sales have been growing at the rate of about 15% annually over the past few years. More well-prepared technicians are needed to measure radionuclide doses, position patients, operate sophisticated instrumentation, and maintain records of radioisotope use. However, in 1972 training programs graduated only 614 NMTs, less than half the estimated need.

OBJECTIVE:

The NMT Project was funded to assist community college and hospitals throughout the nation in implementing educational programs for NMTs and in maintaining the relevance of such programs to regional and national employment needs for NMTs.

METHODS:

Initially TERC surveyed the need for NMTs and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and curriculum development.

DESCRIPTION:

Through research, workshops, active communication with educators and members of professional societies involved in the nuclear medicine field, A Source Book of Working Papers was developed to fill an existing gap in materials for program planners and instructors. The Source Book includes workshop reports, information on clinical training of nuclear medicine technicians, a list of tasks performed by practicing technicians, emerging areas in the field, critical incidents, and a report on NMT instructional materials. The Source Book documents exchanges between administrators and educators; the Task List section is considered particularly valuable by the NMT field.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 362

TITLE OF MATERIALS

A Sourcebook of Working Papers:
Biomedical Equipment Technology

Date developed and/or revised: 1971-72

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology, "Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

___ Pages	135 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

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By whom:
BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Other comment:
Cambridge, MA 02138 617-547-0430

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 8.50) ☐ Rent (Unit cost $_____) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

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Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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METHODS:

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DESCRIPTION:

This document includes information on instructional materials used in teaching BMET, allied health, and shared technical courses; two case studies of BMET programs; workshop report summaries; and a report on certification of BMET's.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 363

TITLE OF MATERIALS

Case Studies in Nuclear Medicine Technology Educational Programs

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff "Development of Career Education Opportunities for Technicians in the Nuclear Medicine Field," Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	232 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: NMT Program Coordinator
Technical Education Research Centers
44 Brattle Street
Other comment: Cambridge, MA 02138 617/547-0430

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PROVISIONS FOR ACQUIRING MATERIALS:

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TO ORDER, PLEASE CONTACT: NMT Program Coordinator
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Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

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METHODS:

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DESCRIPTION:

Nine programs are described in detail, including Hillsborough Community College (Tampa, Florida) and Denver Community College. These studies identify factors for administrators desiring to provide effective, cost-efficient education on the technician level. The case studies have been especially helpful to educators in working out affiliations with hospitals for clinical training in nuclear medicine technology.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 364

TITLE OF MATERIALS

Career Ladders and Recruitment:
Nuclear Medicine Technology

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development of Career Education Opportunities for Technicians in the Nuclear Medicine Field," Technical Education Research Centers, Cambridge, Mass.

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	160 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

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IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: NMT Program Coordinator
Technical Education Research Centers
Other comment: 44 Brattle Street
Cambridge, Mass. 02138 617/547-0430

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain: Limited

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Technical Education Research Centers
44 Brattle Street
Cambridge, Mass. 02138

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Abstract Prepared in 1974

DESCRIPTOR:

The Nuclear Medicine Technician Project assists schools and hospitals throughout the United States in the planning, development, and implementation of educational programs to prepare nuclear medicine technicians (NMT). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being executed by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

Problem: Nuclear medicine equipment sales have been growing at the rate of about 15% annually over the past few years. More well-prepared technicians are needed to measure radionuclide doses, position patients, operate sophisticated instrumentation, and maintain records of radioisotope use. However, in 1972 training programs graduated only 614 NMTs, less than half the estimated need.

Objective: The NMT project was funded to assist community college and hospitals throughout the nation in implementing educational programs for NMTs and in maintaining the relevance of such programs to regional and national employment needs for NMTs.

Methods: Initially TERC surveyed the need for NMTs and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and curriculum development.

Description of Document:

The Career ladders section includes information gathered at three workshops concerned with the implementation of the career ladders concept in nuclear medicine technology. The Recruitment section includes information on materials and methods useful for recruitment of students into NMT programs.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

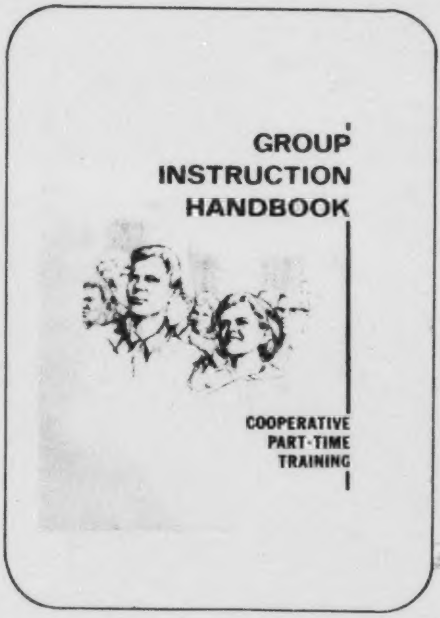
TITLE OF MATERIALS

Group Instruction Handbook for
Cooperative Part-Time Training

Date developed and/or revised: August, 1973

NAME OF DEVELOPER(S)

Bill Tomlinson & Colvin Walker,
Vocational Instructional Services


GROUP
INSTRUCTION
HANDBOOK

COOPERATIVE
PART-TIME
TRAINING

IL 000 365

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	485 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11 12 ☐ 13-14 ☐ Adult ☐ Teacher
☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (X)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

Explain ______________________________

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 5.85) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Vocational Instructional Services
F. E. Box 182
Texas A&M University
College Station, Texas 77843

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

GROUP INSTRUCTION HANDBOOK FOR COOPERATIVE PART-TIME TRAINING

Extensively revised as a self-contained Teachers Handbook or guide for conducting group instruction in Cooperative Part-Time Training programs. The handbook contains 485 pages covering 86 topics dealing with subjects ranging from choosing a career to principles involved in operating a successful business. Each topic is developed on the following format: Topic, Objective, References, Activities for the Student, Activities for the Teacher, Questions and Answers, and Information Sheets With Illustrations. No additional references are required.

The Group Instruction Handbook is complemented by a STUDENT WORKBOOK

Contains 174 pages covering 32 topics. Developed as a self-contained, student workbook for the Cooperative Part-Time Training student to help gain a better understanding of some principles which are fundamental for successful entry into the World of Work. Student activities are suggested which will provide meaningful, relevant experiences to help students identify with career choices. No additional references are required.

STATE
SUBMITTING
ABSTRACT

Name of State: Texas

Agency: Vocational Instructional Services

Address: F. E. Box 182, Texas A&M University

College Station, Texas 77843 Phone AC 713-823-0038

IL 000 366

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Tasks Analysis By Selected Criteria: A Manual For Biomedical Equipment Technology

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology, "Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	213 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other employers

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138 617-547-0430

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain limited

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 10.00) ☐ Rent (Unit cost $) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

PROBLEM:

National and regional surveys have shown an urgent national need for the development of new educational programs in the field of Biomedical Equipment Technology, a rapidly emerging technology which is critical to the nation's health care system. Biomedical Equipment Technicians (BMET's) are employed by hospitals and biomedical equipment manufacturers to calibrate, repair, operate and maintain the complex instrumentation used in hospitals and other medical settings for diagnosis and treatment of patients.

OBJECTIVES:

The BMET PROGRAM was developed as a response to this national problem. The PROGRAM is an ongoing collaboration by TERC and a broad spectrum of schools and others throughout the country to implement and improve needed educational programs for Biomedical Equipment Technicians. BMET PROGRAM objectives are to:

> facilitate the development and implementation of BMET educational programs throughout the country which are adequate in number and quality to meet the needs of hospitals and other employers, and
>
> work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMET's by employers.

METHODS:

Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION:

The manual includes a listing of the 230 tasks that BMET's have been known to perform in the field. It provides the information necessary to apply the task approach to cooperative training, job structuring, creating biomedical repair capacity within a hospital, and the development of retraining programs. The manual was developed by extensive occupational analysis research of practicing BMET's and employers.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 367

TITLE OF MATERIALS

THE BIOMEDICAL EQUIPMENT TECHNICIAN IN THE HOSPITAL: HOSPITAL ADMINISTRATORS WORKSHOP REPORT 1.

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology, Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	178 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other potential employers

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: BMET Program Coordinator
Technical Education Research Centers
44 Brattle St. Cambridge, MA 02138 617-547-0430

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain Limited

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

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Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

PROBLEM

National and regional surveys have shown an urgent national need for the development of new educational programs in the field of Biomedical Equipment care system. Biomedical Eduipment Technicians (BMET's) are employed by hospitals and biomedical equipment manufacturers to calibrate, repair, operate and maintain the complex instrumentation used in hospitals and other medical settings for diagnosis and treatment of patients.

OBJECTIVES:

The BMET PROGRAM was developed as a response to this national problem. The PROGRAM is an ongoing collaboration by TERC and a broad spectrum of schools and other throughout the country to implement and improve needed educational programs for Biomedical Equipment Technicians. BMET PROGRAM objectives are to:

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>
> work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMET's by employers.

METHODS:

Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitement, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION:

The report contains an analysis, with recommendations, by hospital administrators of the contribution which the biomedical equipment technician can make in effective management of a hospital's medical equipment and instrumentation, including electrical safety, a discussion of the hospital's role in educating BMET's.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 368

TITLE OF MATERIALS

Recruitment Brochure:
Biomedical Equipment Technology

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology," Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 6 Pages

☐ Video Tape ___ Minutes ___ B & W ___ Color ___ Size

☐ Film ___ Minutes ___ B & W ___ Color ___ Size

☐ Slides & Film Strips ___ Color ___ B & W ___ Frames Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section

By whom:
BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 01238 617-547-0430

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain limited

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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National and regional surveys have shown an urgent national need for the development of new educational programs in the field of Biomedical Equipment Technology, rapidly emerging technology which is critical to the nation's health care system. Biomedical Equipment Technicians (BMET's) are employed by hospitals and biomedical equipment manufacturers to calibrate, repair, operate and maintain the complex instrumentation used in hospitals and other medical settings for diagnosis and treatment of patients.

OBJECTIVES:

The BMET PROGRAM was developed as a response to this national problem. The PROGRAM is an ongoing collaboration by TERC and a broad spectrum of schools and others throughout the country to implement and improve needed educational programs for Biomedical Equipment Technicians. BMET PROGRAM objectives are to:

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>
> work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMET's by employers.

METHODS:

Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION OF DOCUMENT: The recruitment brochure was designed to encourage student enrollment in educational programs by providing a career description, describing employment opportunities and educational requirements, and listing existing BMET training programs. To date over 5,000 copies have been requested by students, guidance counselors, and others concerned with biomedical equipment technician education.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 369

TITLE OF MATERIALS
Description of the Biomedical Equipment Technician's Day

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology," Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	16 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:
BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138 617-547-0430

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain limited

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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>
> work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMET's by employers.

METHODS:

Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION:

To provide potential students with an in-depth understanding of the job performed by a BMET, this pamphlet-through photographs and narrative-allows the reader to follow a hospital BMET through a typical day. High school career counselors find it a particularly effective and concrete presentation of the BMET field.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 370

TITLE OF MATERIALS

Biomedical Equipment Technology: A Suggested 2-Year Post-High School Curriculum

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of Educational Programs in Biomedical Equipment Technology, "Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:
BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain limited

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain

TO ORDER, PLEASE CONTACT:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

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OBJECTIVES:
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>
> work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMFT's by employers.

METHODS:
Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION:
The Curriculum Guide assists administrators in planning BMET two-year, post-secondary programs, and instructors in implementing programs. The Guide suggests courses and content, laboratory and bibliographic aids, as well as other dimensions of cost-effective BMET training programs. The Guide was developed with active participation from BMET instructors, administrators, and employers involved in the education and employment of biomedical equipment technicians.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 371

TITLE OF MATERIALS

VISUAL TASK DESCRIPTIONS:
NUCLEAR MEDICINE TECHNOLOGY

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Project Staff, "Development of Career Education Opportunities for Technicians in the Nuclear Medicine Field," Technical Education Research Centers, Cambridge, Mass. 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: NMT Project Coordinator
Technical Education Research Center
44 Brattle Street Cambridge, Mass. 02138 617-547-0430

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain limited

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain being published

TO ORDER, PLEASE CONTACT:

NMT Project Coordinator
Technical Education Research Centers
44 Brattle Street
Cambridge, Mass. 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The nuclear Medicine Technician Project assists schools and hospitals throughout the United States in the planning, development, and implementation of educational programs to prepare nuclear medicine technicians (NMT). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being executed by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

Problem: Nuclear medicine equipment sales have been growing at the rate of about 15% annually over the past few years. More well-prepared technicians are needed to measure radionuclide doses, position patients, operate sophisticated instrumentation, and maintain records of radioisotope use. However, in 1972 training programs graduated only 614 NMTs, less than half the estimated need.

Objective: The NMT Project was funded to assist community college and hospitals throughout the nation in implementing educational programs for NMTs and in maintaining the relevance of such programs to regional and national employment needs for NMTs.

Methods: Initially TERC surveyed the need for NMTs and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and curriculum development.

Description of Materials: Visual Task Descriptions--a series of 16 instructional modules on performing a liver scan designed for easy modification to fit individual departmental procedures. Format makes use of step-bystep text integrated with photographs. This series was developed to fill an existing gap in instructional materials designed for individualized instruction and group classroom use. The Visual Task Descriptions have been field tested in several community college NMT programs.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 372

TITLE OF MATERIALS

NUCLEAR MEDICINE TECHNOLOGY:
A SUGGESTED 2-YEAR POST-HIGH
SCHOOL CURRICULUM

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Project Staff, "Development of Career Education Opportunities for Technicians in the Nuclear Medicine Field," Technical Education Research Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	____ Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section.

By whom: NMT Program Coordinator
Technical Education Research Centers
Other comment: 44 Brattle Street Cambridge, MA 02138 617-547-0430

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Explain ____

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☐ Other Explain BEING PUBLISHED

TO ORDER, PLEASE CONTACT:

NMT Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Nuclear Medicine Technician Project assists schools and hospitals throughout the United States in the planning, development, and implementation of educational programs to prepare nuclear medicine technicians (NMT). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being executed by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

Problem: Nuclear medicine equipment sales have been growing at the rate of about 15% annually over the past few years. More well-prepared technicians are needed to measure radionuclide doses, position patients, operate sopisticated instrumentation, and maintain records of radioistope use. However, in 1972 training programs graduated only 614 NMTs, less than half the estimated need.

Objective: The NMT Project was funded to assist community college and hospitals throughout the nation in implementing educational programs for NMTs and in maintaining the relevance of such programs to regional and national employment needs for NMTs.

Methods: Initially TERC surveyed the need for NMTs and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and curriculum development.

Description of Document: The Curriculum Guide assists administrators in planning NMT technician level programs, and instructors in implementing programs. In addition to specific program planning materials, the Guide has suggested course outlines with instructional objectives and bibliographic references. Details for providing clinical training experience and for didactic course laboratory sessions are presented. The Guide includes A.M.A. Essentials for program approval, and information on certification. The discussion on college-hospital affiliations is designed to encourage cost-effective NMT education.

Representatives of the six professional associations concerned with nuclear medicine participated in developing the Curriculum Guide, which has been thoroughly reviewed by educators, physicians, and technologists who instruct nuclear medicine technicians. The Joint Review Committee on Educational Programs in Nuclear Medicine Technology is recommending the Guide to educators seeking information supplemental to the Essentials of an Approved Educational Program in Nuclear Medicine Technology.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 373

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

RECRUITMENT BROCHURE:
NUCLEAR MEDICINE TECHNOLOGY

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development of Career Education Opportunities for Technicians in the Nuclear Medicine Field," Technical Education Research Centers, Cambridge, Mass. 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	8 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: NMT Program Coordinator
Technical Education Research Centers
Other comment: 44 Brattle Street Cambridge, Mass. 02138 617-547-0430

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain limited

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 9.00 per 50) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

NMT Program Coordinator
Technical Education Research Centers
44 Brattle Street
Cambridge, Mass. 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Nuclear Medicine Technician Project assists schools and hospitals throughout the United States in the planning, development, and implementation of educational programs to prepare nuclear medicine technicians (NMT). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being executed by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

Problem: Nuclear medicine equipment sales have been growing at the rate of about 15% annually over the past few years. More well-prepared technicians are needed to measure radionuclide doses, position patients, operate sophisticated instrumentation, and maintain records of radioisotope use. However, in 1972 training programs graduated only 614 NMTs, less than half the estimated need.

Objective: The NMT Project was funded to assist community college and hospitals throughout the nation in implementing educational programs for NMTs and in maintaining the relevance of such programs to regional and national employment needs for NMTs.

Methods: Initially TERC surveyed the need for NMTs and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and curriculum development.

Description of Document: In recruitment brochure was designed to encourage student enrollment in educational programs by providing a career description, describing employment opportunities and educational requirements, and listing existing NMT training programs. To date over 5,000 copies have been requested by students, guidance counselors, and others concerned with nuclear medicine technician education.

STATE SUBMITTING ABSTRACT

Name of state

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 374

TITLE OF MATERIALS

What Does the BMET Need to Know:
Instructional Resources Workshop Report

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)

Project Staff, "Development and Evaluation of
Educational Programs in Biomedical Equipment
Technology " Technical Education Research
Centers, Cambridge, MA 02138

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	120 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section

By whom: BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Other comment: Cambridge, MA 02138 617-547-0430

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

BMET Program Coordinator
Technical Education Research Centers
44 Brattle St.
Cambridge, MA 02138

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Biomedical Equipment Technology Program assists community colleges and technical institutes throughout the United States in the planning, development and implementation of educational programs to prepare technicians (BMETs). Funded by the U.S. Office of Education from 1968 to 1974, the Project is being conducted by Technical Education Research Centers. TERC is an independent, nonprofit, public service corporation dedicated to the improvement of occupational and technical education.

PROBLEM:

National and regional surveys have shown an urgent national need for the development of new educational programs in the field of Biomedical Equipment Technology, a rapidly emerging technology which is critical to the nation's health care system. Biomedical Equipment Technicians (BMET's) are employed by hospitals and biomedical equipment manufacturers to calibrate, repair, operate and maintain the complex instrumentation used in hospitals and other medical settings for diagnosis and treatment of patients.

OBJECTIVES:

The BMET PROGRAM was developed as a response to this national problem. The PROGRAM is an ongoing collaboration by TERC and a broad spectrum of schools and others throughout the country to implement and improve needed educational programs for Biomedical Equipment Technicians. BMET PROGRAM objectives are to:

facilitate the development and implementation of BMET educational programs throughout the country which are adequate in number and quality to meet the needs of hospitals and other employers, and

work closely with leaders in the BMET field to develop the BMET occupations generally and to assure the most effective utilization of BMET's by employers.

METHODS:

Initially TERC surveyed the need for BMET's and the resources to address this need. National workshops were conducted to bring together leading physicians, technicians, and educators who focused on recruitment, career ladders, and development of program planning curriculum, and instructional materials.

DESCRIPTION:

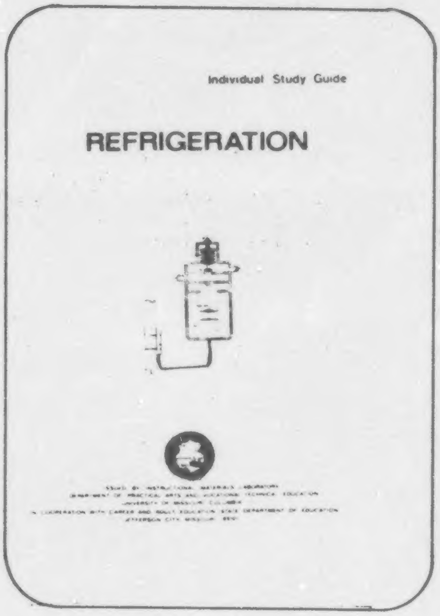
The document summarizes the results of a workshop at which educators and employers assessed whether BMET's were currently receiving the educational background that employers require. The report includes information on tasks educators and employers agreed upon, as well as tasks with a high level of disagreement.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT


Individual Study Guide

REFRIGERATION

IL 000 375

TITLE OF MATERIALS REFRIGERATION Student Study Guide

Date developed and/or revised: 1974

NAME OF DEVELOPER(S) Muhammad Aslam Asghar

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The REFRIGERATION Student Study Guide consists of an analysis together with assignment sheets covering related occupational information. It has been designed to help the student learn on an individual basis in either a full-time school or cooperative part-time program.

STATE
SUBMITTING
ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC/ 3[illegible]4/882-2883

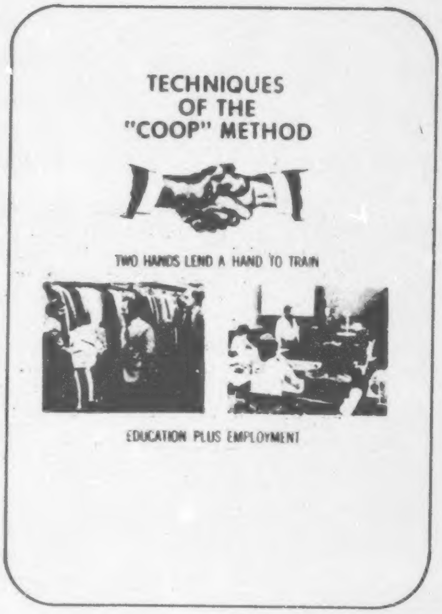
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 376

TITLE OF MATERIALS TECHNIQUES OF THE COOP METHOD
Instructor's Guide
Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Lester Kesterson


TECHNIQUES OF THE "COOP" METHOD

TWO HANDS LEND A HAND TO TRAIN

EDUCATION PLUS EMPLOYMENT

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	118 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

TECHNIQUES OF THE COOP METHOD Instructor's Guide

The job of the coordinator in cooperative education requires the mastery of many specific skills. These skills are identified and explained in this publication. The performance of the coordinator's role also calls for knowledge of concepts and principles. These are also described. However, the difference between an outstanding coordinator and one who is only average is usually the application of "tricks of the trade" that normally are gained only be experience. In this handbook, Mr. Lester Kesterson relates the many little things that he has found to work from his years of rich experience as a coordinator, supervisor, administrator and teacher educator.

STATE SUBMITTING ABSTRACT

Name of State	Missouri
Agency	Instructional Materials Laboratory
Address	University of Missouri-Columbia, 8 Industrial Education
	Columbia, Missouri 65201 Phone AC/ 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

CAREER EDUCATION
FOR LEISURE OCCUPATIONS

IL 000 377

TITLE OF MATERIALS
CAREER EDUCATION FOR LEISURE OCCUPATIONS: CURRICULUM GUIDELINES FOR RECREATION, HOSPITALITY AND TOURISM.

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Dr. Dennis A. Vinton, Head
Curriculum in Recreation and Parks
110 Seaton Building
University of Kentucky
Lexington, Kentucky 40506

Dr. Peter J. Verhoven, Manager
Research and Technical Assistance
National Recreation and Park Association
1601 N. Kent Street
Arlington, Virginia 22209

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	77 Pages	___ Minutes	___ Minutes	___ Color
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		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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By whom: The Authors

Other comment:

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

During recent years career education has emerged as a major theme in American education. Based on the assumption that present approaches are failing to meet the needs of our rapidly changing society, career education is designed to prepare all youngsters with salable occupational skills that will enable them to gain employment in occupations of their choice upon leaving school.

There are numerous approaches or models which are being developed to implement career education programs. Each model has variations determined by local circumstances and particular needs. Perhaps the most widely known and used approach is the Comprehensive Career Education model; a school-based model which depicts the world of work as comprised of fifteen major areas often referred to as OCCUPATIONAL CLUSTERS or CAREER FAMILIES.

As initially conceived, the field of Recreation, Hospitality, and Tourism (RHT) was identified as one of the fifteen major career families. Later, the RHT cluster was defined more broadly by the project staff and their consultant committees. Four occupational groups--recreation services, recreation resources, tourism, and amusement and entertainment--subsequently were designated as the LEISURE CAREER FAMILY. Occupations that comprise these four groups are referred to as LEISURE OCCUPATIONS.

The guidelines suggested in this publication have been designed to assist educators in developing, career education programs based on local needs and resources. While the specific focus of the guidelines is on the leisure occupations, the basic approaches presented are applicable to all career areas. In the broad sense these guidelines are addressed to any educator who has a curricular responsibility. Specifically, they are geared to State Department Specialists, District School Superintendents, District Curriculum Coordinators, Principals, and School Curriculum Coordinators.

The task force approach was utilized as the basic technique for developing these guidelines. Two major task force groups were established to provide input for the guidelines. The first of these included experts and authorities in the various facets of the leisure field. This task group included representatives from colleges and universities; federal, state, and local government; national associations; trade associations; and industries related to the leisure field. This task group provided the technical and occupational information for the guidelines.

The task of the second group was to take the technical and occupational information and develop guidelines for refocusing curricula and integrating leisure career education into existing programs and subject matter. This group was called the National Task Force on Leisure Career Education. It consisted of educators representing a variety of geographical regions and specialties, including administration, supervision, subject-matter specialization, vocational education, and industrial education. All were experienced in curriculum development.

The first chapter of this publication provides the historical perspective and rationale for career education. Chapter two, an overview of the leisure occupations, discusses the leisure phenomenon, the rapidly growing leisure industry, career opportunities available, and employment requirements for leisure occupations.

Chapter three presents a conceptual framework--a basis for refocusing curricula around the leisure career theme. Chapter four includes a list of general principles which can serve as guidelines for this refocusing process. Chapters five through nine include examples of how the leisure career theme can be infused into the curricula of language arts, mathematics, science, social studies, and the expressive arts.

Finally, chapter ten includes some practical guidelines for implementing a career education program for leisure occupations. These guidelines address such factors as gaining the commitment and involvement of the community, establishing policy, developing staff, and evaluating programs.

STATE
SUBMITTING
ABSTRACT

Name of State Kentucky
Agency University of Kentucky
Address 110 Seaton Building
Lexington, Kentucky 40506 Phone AC/ 606/257-3659

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 378

TITLE OF MATERIALS

Consumer Education Curriculum Modules: A Spiral-Process Approach

Contract # OEC-0-72-4678

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Dr. Patricia D. Murphy, Associate Dean
College of Home Economics
North Dakota State University
Fargo, North Dakota

INQUIRY PROCESS
VALUING PROCESS
3 DECISION PROCESS
ACTION PROCESS

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 625 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Dr. Patricia D. Murphy
College of Home Economics
North Dakota State University

Other comment: Fargo, N.D. 58102 Telephone #701-237-7101

COPYRIGHT RESTRICTIONS: ( )Yes (X)No

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PROVISIONS FOR ACQUIRING MATERIALS:

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TO ORDER, PLEASE CONTACT:

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Stock Number: 1780-01284

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Responding to needs expressed by teachers, the U.S. Office of Education awarded the contract to develop teaching curriculum modules in consumer education to the Home Economics Education Department at North Dakota State University. The overall purpose of the project was to develop flexible modules in consumer education for use by teachers with learners from grade nine through adult.

The first phase of the project included an extensive review of curriculum materials in consumer education. The purpose of the review was to locate what does exist and to identify needs the materials do not fulfill. Because the factual content of consumer education increases greatly and changes rapidly, it is not possible to teach consumers "everything they need to know." In order for consumers to use the vast amount of available information, they need to be aware of and skilled in those processes that assist consumers in sorting, interpreting, and analyzing this information. As the consumer internalizes the process of inquiry, valuing and value clarification, decision-making, and consumer action, he will move to more integrated consumer behavior. Thus, the decision was made to develop modules that focused on process rather than on the acquisition of information or content.

The modules are competency-based and focus on four consumer processes: inquiry, valuing, decision and action. Included in the modules are the rationale for the development of process-oriented modules, pre- and post-assessment devices to measure learners progress, instructional objectives, strategies for teaching and learning activities.

The modules, including assessment devices were field tested nationwide. More than 300 home economics, business and office, and distributive education teachers participated with students from a variety of socioeconomic levels and cultural backgrounds. Testing sites included schools and non school learning centers serving students in grades 9 to 14, adults including senior citizens, and vocational youth groups.

Data from the field testing, including teacher comments, learner pre- and post-test scores, and participant reactions, were analyzed and used in reviewing the modules including the assessment items. Field test data indicated increase in learner scores from pre-to post-testing, gain scores on use of the processes, and teacher and learner enthusiasm for the materials. Over 51 percent of the learners indicated, "The things we learned made me think."

Consumer Education Curriculum Modules: A Spiral-Process Approach is not designed to replace existing curriculum materials. Rather, it is to help the teacher alter the focus of present instruction in consumer education by providing the means for emphasizing the processes necessary for the development of competent consumers.

STATE SUBMITTING ABSTRACT

Name of State: North Dakota
Agency: North Dakota State University
Address: Fargo, N.D. 58102
Phone AC/ 701-237-7101

IL 000 379

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

"Developing Career Awareness for Spanish-Surnamed People"

Date developed and/or revised: Fall, 1973

NAME OF DEVELOPER(S)

Dr. Suzette Gebolys, Assistant Director
Research and Development Division
Central Texas College, Hwy 190 West
Killeen, Texas 76541

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☐ Paper Bound	☒ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	90 Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
	15 6-minute computer-assisted-instructional lessons	x Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

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ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Dr. Suzette Gebolys

Other comment: Minimal conceptual orientation and training in the use of the equipment

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PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain Available on request from the U.S. Office of Education, Dr. Elizabeth Simpson, Chief, Curriculum Development Branch, ROB-3 Building, 7th & D Streets, NW, Washington, D.C. 20202.

TO ORDER, PLEASE CONTACT:

Dr. Elizabeth Simpson, Chief
Curriculum Development Branch, ROB-3 Building
7th & D Streets, NW
Washington, D. C. 20202

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The project, "Developing Career Awareness for Spanish Surnamed Students" (OEG-0-72-1869), had as its objective the development and evaluation of multi-media materials focusing on career awareness concepts uniquely applicable to Mexican-American students. More specifically, the problem investigated was stated as follows:

> Is there a difference in learning and attitude between subjects of different ethnic backgrounds when career education instruction is conducted via videotape cassette and reinforced with alternating CAI segments?

The multimedia materials developed and field tested in this project consisted of fifteen color videotapes and fifteen computer-assisted-instructional (CAI) lessons designed specifically for use with Mexican-American students.

The videocassette and CAI materials were incorporated as instructional support for a one-semester course in Occupational Information for eighth grade students at a selected middle school in the Dallas Independent School District. The materials served to augment classroom instruction, much like a field trip or resource speaker would serve to reinforce information presented in class.

The student sample for the field testing and evaluation of this project consisted of 222 students enrolled in the Occupational Information class offered at Thomas A. Edison Middle School, Dallas, Texas. Nine sections of the Occupational Information class (N=190) received the multimedia instructional support package in Career Awareness concepts; the tenth section of the class (N=32) served as a control group and did not receive the instructional support package. Both groups were pre- and post-tested using a criterion-referenced instrument. The 222 eighth grade students enrolled in the Occupational Information class were defined as two or more years below grade level in two or more subjects, as measured by the California Tests of Basic Skills. In selecting the sample, an attempt was made to focus on student ethnicity; thus, 43% of the students were Mexican-American, 52% were Black, and 5% were Anglo or of other ethnic backgrounds.

The fifteen 6-minute video tape cassettes were designed to present career awareness concepts; after completion of the cassette, the students completed a 6-minute segment of CAI. At the conclusion of each one-hour module, a 14-minute CAI segment integrated, summarized, and further reinforced the previous segments of the instructional module and served as a transition to the next module.

Despite their low reading levels, the students were able to complete 85-90 percent of the CAI materials. The treatment group showed larger gains on the post-test than did the control group, although this gain was not related to student ethnicity. Class attendance was better for students in the treatment group than in the control group; students were generally enthusiastic about the experience and the project was continued for a second semester at district request.

STATE
SUBMITTING
ABSTRACT

Name of State Texas
Agency Central Texas College
Address Highway 190 West
Killeen, Texas 76541
Phone AC (817) 526-1201

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 380

TITLE OF MATERIALS

THE KINGDOM OF COULD BE YOU

COPYRIGHT DATE 1972 (films)
1975 (filmstrips)**
Date developed and/or revised:

NAME OF DEVELOPER(S)

SUTHERLAND LEARNING ASSOCIATES

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☐ Paper Bound (guides)
____ Pages

☒ Video Tape
____ Minutes
____ B & W
X Color
____ Size

☒ Film
5-6 Minutes
____ B & W
X Color
16mm Size

☒ Slides & Film Strips
X Color
____ B & W
55-60 Frames
Audio (X) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☒ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( ) Yes (X) No

If Yes, Please Fill Out This Section:

By whom:

Other comment: The Educational Corporation provides consulting services in **early childhood** & elementary language arts development if they relate to the use of these materials.

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain: Duplication rights and the right to televise the KINGDOM OF COULD BE YOU program are reserved. For information regarding licenses, contact Encyclopaedia Britannica Educational Corporation.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 78.00) ☒ Rent (Unit cost $ 7.50) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Encyclopaedia Britannica Educational Corporation
425 N. Michigan Avenue
Chicago, Illinois 60611

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

THE KINGDOM OF COULD BE YOU is a series of 16 short films for children based on the concept of career education clusters developed by the Office of Education during the tenure of Dr. Sidney P. Marland. The development of the films was partially funded by the Bureau of Adult, Vocational, and Technical Education of the U.S.O.E., Washington, D.C., and was produced by Sutherland Learning Associates of Los Angeles, with the assistance of the University of California's Division of Vocational Education.

Under the project direction of Dr. Elizabeth Simpson and Dr. Joyce Cook of the U.S.O.E., Mr. Lee Ralston and Mr. Chris Chialtas of UCLA assembled a panel of experts - teachers, early childhood specialists, pediatricians, and representatives from minority groups - to work with the Sutherland to determine content and its effect, with particular emphasis on equal opportunity for women.

The series was first broadcast on CBS-TV's "Captain Kangaroo" show in the spring of 1973, and is now being distributed by the Encyclopaedia Britannica Educational Corporation.

The primary aim of the KINGDOM OF COULD BE YOU series is to encourage a sense of career awareness and self-esteem in young children. The objectives to reinforce this aim are: 1) to develop in the child from ages 3-6 an awareness of occupational opportunities through the organization of the cluster concept; 2) to enlarge the vocational self-concept of the child, that is, to enable the child to see himself or herself in a variety of occupational roles through the medium of film and filmstrips; and 3) to begin to create a sense of responsibility within the child, that is responsibility to self and others, and in this context, show the human relationships involved in work situations.

In the films, by the use of animation, a whimsical wizard transports children from all over to his mystical "kingdom," a place where children find that they can be almost anything they want to be if they are willing to learn and to try. In the introductory film, "The Kingdom of Could Be You," the wizard explains in song:

> "There's so much to do/There's so much to be
> So much could be you/So much could be me
> There's so much in life that can satisfy
> And you'll never know/Unless you try."

Encouraged by the wizard, the children try out the many activities of the world of work as they endeavor to help the wizard take care of his "kingdom." This spirit of cooperativeness, of helping one another in the workaday world, is emphasized throughout the remaining 15 films. Intermixed with many of the animated sequences are live-action scenes of real children in role-playing situations, i.e., flying an airplane, looking after a pet, which are juxtaposed against scenes of adults working in the occupation itself. Both the songs and the visuals are designed to encourage children to participate in the full range of potential careers.

If the wizard's magic fails to solve a problem, the children are quick to learn that ordinary people, others like them, are the ultimate resource. A sense of "I can-ness," an optimism pervades the entire series. Since the films themselves are based on the concept of career clusters, they are organized around the following areas:

Agribusiness and Natural Resources
Business and Office
Construction
Consumer and Homemaking
Environment
Communication and Media
Fine Arts and Humanities
Health
Manufacturing
Marine Sciences
Marketing and Distribution
Personal Services
Public Service
Recreation and Hospitality
Transportation

The films were used in several Los Angeles area elementary schools during the pre-release stage, and have been used extensively throughout the country since acquisition by the Educational Corporation. Groups have included both suburban and inner-city youngster, at varying degrees of career understanding. No prerequisite skills are involved.

STATE
SUBMITTING
ABSTRACT

Name of State ILLINOIS

Agency Superintendent of Public Instruction

Address 1035 Outer Park Drive, Suite 201

Springfield, Illinois 62706 Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 381

TITLE OF MATERIALS

"The Arts, Cultural Services, and Career Education" — A Special Issue of The Journal of Aesthetic Education, Vol. 7, No. 4 (October 1973).

Date developed and/or revised:

NAME OF DEVELOPER(S)

Professor Ralph A. Smith
Bureau of Educational Research and
Department of Educational Policy Studies
288B Education
University of Illinois at Urbana-Champaign
Champaign, Illinois 61801

TYPE OF MATERIALS: ☐ Career Education ☐ Occupational Education

☐ Hardcopy
___ Pages

☒ Paper Bound (Journal)
128 Pages

☐ Video Tape
___ Minutes
___ B & W
___ Color
___ Size

☐ Film
___ Minutes
___ B & W
___ Color
___ Size

☐ Slides & Film Strips
___ Color
___ B & W
___ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☒ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☒ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Ralph A. Smith, above

Other comment: By personal arrangement (217) 333-6584

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain Inquires should be directed to Curriculum Center for Occupational and Adult Education. Washington, D. C., and University of Illinois Press.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 2.25) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Subscription Department
University of Illinois Press
Urbana, Illinois 61801

or

Dr. Elizabeth Simpson, Director
Curriculum Center for Occupational and Adult Education
General Service Administration Bldg.
Seventh and D, S.W., Room 5036
Washington, D. C. 20202

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

1. This project originated in a request to provide recommendations for curriculum work in the occupational cluster known as "the fine arts and humanities."
2. Before recommendations could be made, however, a number of theoretical and practical issues had to be faced and clarified.
3. A conference, consisting primarily of invited papers, provided the occasion for developing the materials described herein. The conference was approved by the Curriculum Center for Occupational and Adult Education upon submission of a proposal by the Conference director.
4. Since the principal document of the Conference is a special issue of a journal, questions pertaining to field testing, etc., are not applicable.

STATE
SUBMITTING
ABSTRACT

Name of State: Illinois

Agency: Ralph A. Smith
Bureau of Educational Research and
Department of Educational Policy Studies

Address: 288B Education Building
University of Illinois at Urbana-Champaign
Champaign, Illinois 61820

Phone AC (217) 333-6584

IL 000 382

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Fashion Industry Program Series
1. Career Exploration in the Fashion Industry
2. Apparel Design and Production
3. Textile Design
4. Fashion Merchandising
5. Dry-Cleaning and Laundering

Date developed and/or revised:

NAME OF DEVELOPER(S)

Faculty members of Fashion Institute of Technology, New York, N.Y.
Jeanette Jarnow, Project Director; Edwin Goodman, Professor
Hilde Jaffe, Assoc. Prof., Fashion Design
Irwin Kahn, Assoc. Prof., Management Engineering
Miriam Russo, Assoc. Prof., Textile Design
Bette Tepper, Assoc. Prof., Fashion Merchandising
Joseph Samuels, Asst. Prof., Textile Science

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	___ Pages	___ Minutes	___ Minutes	___ Color
	Books range from 70 to 100 pages each	___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☒ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Fashion Institute of Technology
227 West 27th Street, New York, N.Y.

Other comment: Prior occupational experience in related occupations

COPYRIGHT RESTRICTIONS: ( ) Yes (x) No

Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $______) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

CONTENT

Series No. 2-5 are intended primarily for use by school administrators and teachers. Each guide provides an occupational analysis of its particular foeld, suggestions for supporting services deemed important for job-preparatory programs, and teaching outlines which contain objectives to be achieved, content to be included and suggested learning experiences. Also included in each guide are suggested for teaching resources, equipment needed, evaluation criteria, and a comprehensive bibliography. Series No. 1 focuses on career exploration procedures and experiences for different occupational fields within the fashion industry.

WHY MATERIALS DEVELOPED

1. Funded by a grant from U.S. Office of Education
2. Prevalence of occupational opportunities in the fashion industry for educationally prepared personnel
3. For use as resource guides that can be used to establish, expand or evaluate job-preparatory programs relating to textiles and clothing

ESTABLISHMENT OF NEED

1. Researched availability of current program resource materials for fashion industry occupations
2. Continuing and numerous requests received by F.I.T. for courses of study and occupational information relating to job-preparatory training for textile and clothing industries
3. Increasing importance of Career and Occupational education
4. Consultationwith U.S. Office of Education confirmed need

DEVELOPMENT OF MATERIALS

1. Task analysis - i.e. competencies needed, desirable educational preparation, etc. for entry jobs and career advancement
2. Advisory committees - i.e. use of industry and educational committees and consultants during all stages of development
3. Visitations to secondary and post-secondary schools
4. Researched school catalogues describing existing programs
5. Materials developed by F.I.T. faculty specialists who had many years of both teaching experience and supervisory occupational experience

FIELD TESTED WITH STUDENTS

Materials have been field tested with students of Fashion Institute of Technology for the past 15 years during which time they have been continually re-evaluated, updated and revised accordingly.

SUCCESS TO-DATE

Criteria applied:

1. Placement requests by industry for graduates of Fashion Institute of Technology
2. Favorable evaluations by alumni advisory committees
3. Favorable evaluations of finished materials by industry and educational consultants and advisory committees

STATE
SUBMITTING
ABSTRACT

Name of State
New York State

Agency
Fashion Institute of Technology

Address
227 West 27th St.
New York, New York 10001
Phone AC/ 239-7660

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 383

TITLE OF MATERIALS
Careers in Construction

Date developed and/or revised: FY 1972-'74

NAME OF DEVELOPER(S)
W. H. Fitz, Director
Construction Curriculum Project

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
____ Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
x B & W
____ Frames
Audio ( )Yes (x)No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: W. H. Fitz, Joe Tokash, Gary Nored, Texas Education Agency

Other comments: Users should acquaint themselves with the Implementation Guide. In-service training is also desirable and available to pilot schools.

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain: Pre publication only. Final materials will be public domain.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $__________) ☐ Rent (Unit cost $__________) ☐ Free ☐ ERIC Number

☒ Other Explain Pre publication materials available only to pilot schools. Final materials will be available from Superintendent of Documents and/or issuing agency, at cost.

TO ORDER, PLEASE CONTACT:

U. S. Superintendent of Documents
Texas Education Agency

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

These materials were developed by the Texas Education Agency, Department of Occupational Education and Technology under a grant supported with funds provided by the Office of Education, U. S. Department of Health, Education and Welfare, Curriculum Center for Occupational and Adult Education. The materials form an integrant part of a set of materials designed for the implementation of the Career Education concept, a concept which, if implemented, will seek better to prepare youngsters for the world of work.

The U.S. Office of Education's career education concept seeks to inform students of and to offer the possibility of hands-on exploration of up to fifteen occupational clusters into which the world of work has been divided. In high school the program offers advanced skill development training in the field selected by the student. This package comprises the complete set of materials offered schools participating in the Careers in Construction cluster.

Although many excellent curricula are available in several areas of construction training, no complete sets of materials are available for all areas. It was the intent of this project to provide a uniform set of exploratory and skill development materials for all areas of construction and to make these materials available to schools on a low-cost basis.

To accomplish this goal, specialists in each of the trade areas were hired as consultants and were asked to prepare task lists for each of the areas in the field. The lists were stated as behavioral objectives. The objectives were arranged in a frequency-of-use format, divided into terminal and specific objectives, and used as a guide for the curriculum development. In addition, a state-of-the-art study was initiated to locate materials, of whatever nature, pertinent to the area(s) under construction. Appended to each objective was a specific set of instructions which described the completion of that objective. The instructions were keyed to the most-outstanding, readily available, and (hopefully) inexpensive materials available on the subject. The instructions, thus, may be used by instructors perhaps inadequately prepared to instruct specific areas, and, may be used as a guide for classroom or laboratory student learning activities. Developed materials were submitted to a national advisory committee and other industry representatives to ensure their conformance to standard industry practice; recommendations of these persons were then incorporated into the materials.

Three documents, or types of documents comprise the Careers in Construction series -- an Implementation Guide, a set of Instructor's Guides, and a set of Student Resource Manuals.

The Implementation Guide is a general, but highly-detailed, informative document which (1), establishes the need for, and defines career education; (2), describes the design of the program and the design of the materials with which it is implemented; (3), discusses the actual implementation of a career education program; (4), discusses the role of counseling facilities in career education programs; and, (5), defines the physical requirements of the program. Although the document is complete in itself, in-service training and orientation is considered a necessary adjunct to the guide for those wishing to implement a program.

The Instructor's Guides are comprised of an introduction, a task-by-task behavioral objective outline, and an appendix. The guide should serve as the framework upon which the individual instructor should build his course. Necessary orientation material, resource lists and other helpful information are included.

The Student Resource Manuals contain general information about the job family as well as specific information about specific jobs. In addition, Phase IV manuals contain a brief survey of the tools and equipment, materials, processes, and safety considerations appurtenant to the job family with which each manual deals. These manuals are soft-bound, are given to each student, and are therefore considered expendable materials.

The materials are currently undergoing field testing, and students' cognitive and affective domain progress are being assayed. The first meaningful data will not be available until summer, 1975; however, preliminary information is quite encouraging for Phase III (Jr. high school level). Student motivation is high and already, some schools are being forced to turn interested students away for lack of space.

Acting on available feedback data, the authoring Agency is currently revising the materials. These revisions will result in reduced bulk for all materials, simplified instructor material and more-complete resource support. The new Phase III Student Resource Manuals, Instructor's Guides, and Implementation Guide should be available for restricted distribution by Summer, 1974; the revised Phase III Instructor's Guide should be available early in 1975. Revised Phase IV materials will be available on a similar schedule in 1975.

STATE
SUBMITTING
ABSTRACT

Name of State
Texas

Agency
Texas Education Agency
Department of Occupational Education and Technology

Address
201 East 11th Street

Austin, Texas 78701 Phone AC 512-475-2585

IL 000 384

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS: COMMUNICATIONS MEDIA OCCUPATIONS CLUSTER GUIDELINE

Date developed and/or revised: 1975

NAME OF DEVELOPER(S):
Dr. W. Lee Foust, Jr., Project Director
Dr. Martin Singkofer, Field Test Site Coordinator
Dr. Delbert W. Shirley, Curriculum Spec.

TYPE OF MATERIALS: ☒ Career Education ☒ Occupational Education

☐ Hardcopy ☒ Paper Bound ☐ Video Tape ☐ Film ☐ Slides & Film Strips

____ Pages Unknown Pages

Video Tape: ____Minutes ____B & W ____Color ____Size

Film: ____Minutes ____B & W ____Color ____Size

Slides & Film Strips: ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator ☒ pre-service ☐ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes ( )No

– If Yes, Please Fill Out This Section:

By whom: Project Staff

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain The Guideline is under developmental copyright pursuant to a Grant from the U.S. Office of Education (HEW) and is protected under the U.S. Office of Education Copyright program.

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain Limited availability until GPO publication after September, 1975.

TO ORDER, PLEASE CONTACT:
W. Lee Foust, Jr., Project Director
102 Batcheller Hall
Oregon State University
Corvallis, OR 97331

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Communications Media Occupations (CMO) Cluster Guideline is designed to be used by a Local Education Agency (LEA) that wishes to develop a career education program that provides the student with a national, region/state, and local career education perspective. The CMO Guideline is designed to support LEA adaptation of such information to local needs.

To meet the adaptation model needs of the CMO Guideline user, the project staff will include and/or reference:

1. The project's career education perspective.
2. The occupations, occupational areas, high employment potential occupations, and occupational families identified as making up the CMO cluster.
3. Detailed descriptions of procedures used in 2, above.
4. The national, region/state, and local manpower data compiled (Oregon state/local data is presently available).
5. Curriculum materials and learning activities selected or developed for review and/or use in CMO career education In-Depth Exploration or Preparation level activities.
6. Examples of possible use of the Guideline. (Guideline users would be expected to adapt or to adopt a pattern of use to meet local need.)

Careful consideration has been given to developing procedures amiable to adaptation for use by other career education cluster workers at the national, the region/state, or the local level. The procedures developed were selected, hopefully, to be understood by the individuals upon whom they will have the greatest impact, i.e., the Local Education Agency staff, students, parents, and other persons within that community.

To implement project goals, the staff has:

- Reviewed existing occupational classification systems.
- Selected one system for adaptation to career education cluster definition needs.
- Defined the function of the USOE Communications Media Occupations cluster.
- Analyzed more than 2,000 DOT Job Titles/definitions in terms of that function.
- Identified more than 500 Communications Media Occupations.
- Grouped the occupations identified into three occupational areas:

Broadcast Communications Occupations	(100 plus)
Graphic Communications Occupations	(300 plus)
Line Communications Occupations	(100 plus)

- Grouped the occupations identified into 13 occupational families.
- Compiled CMO national, state, and local manpower data and projections.
- Identified high employment potential occupations.
- Identified, in cooperation with several agencies and/or occupational groups, currently available curriculum materials relevant to project needs.

STATE
SUBMITTING
ABSTRACT

Name of State
OREGON

Agency
COMMUNICATIONS MEDIA OCCUPATIONS CLUSTER PROJECT

Address
102 Batcheller Hall, Oregon State University
Corvallis, OR 97331 Phone AC/ (503)754-1161

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS VOCATIONAL MACHINE SHOP Student Study Guide

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Randall Jackson, Howard J. Sorenson

VOCATIONAL
MACHINE SHOP

IL 000 385

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	137 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 4.75) ☐ Rent (Unit cost $ ______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT:

Amon Herd, Director
Instructional Materials Laboratory
8 Industrial Education
Columbia, MO 65201

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The VOCATIONAL MACHINE SHOP Student Study Guide consists of an analysis together with assignment sheets covering related occupational information. It has been designed to help the student learn on an individual basis in either a full-time school or cooperative part-time program.

STATE
SUBMITTING
ABSTRACT

Name of State
Missouri

Agency
Instructional Materials Laboratory

Address
University of Missouri-Columbia, 8 Industrial Education

Columbia, Missouri 65201 Phone AC 314/882-2883

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 386

TITLE OF MATERIALS

Career Counseling Guide - "Counseling the Disadvantaged"

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Daniel M. Hull
Technical Education Research Centers
Southwest Center
P.O. Box 4395
Waco, TX 76705

Henry C. Ryniker, Supervisor of Counseling
San Antonio Public School District
San Antonio, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	64 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Daniel M. Hull and Henry C. Ryniker
Technical Education Research Centers, Southwest Center
P.O. Box 4395, Waco, TX 76705

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain ______

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $______) ☐ Rent (Unit cost $______) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: See "Developer" above

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Five career counseling guides were developed by TERC under the Laser and Electro Optics Technology Instructional Materials Development Program funded by the U. S. Office of Education. The purpose of these guides is to assist teachers counselors, guidance personnel, administrators, parents and students in helping a student to choose wisely a career and the suitable training required and to obtain a desirable job after training.

This particular guide entitled "Career Counseling the Disadvantaged" is intended to be used by counselors in junior and senior high schools. It attempts to define who are the disadvantaged, alternate training opportunities which they are afforded, and the role of the counselor as a Career Catalyst.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 387

TITLE OF MATERIALS

CAREER PREPARATION IN ENVIRONMENTAL PROTECTION: A CURRICULUM GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

TRESSA SCOTT AND DR. DAVID HOWELL
CAREER EDUCATION IN AGRIBUSINESS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION, THE OHIO STATE UNIVERSITY

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 310 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (x) Yes ( ) No THE INTENDED USERS SHOULD BE PROVIDED WORKSHOP OR IN-SERVICE EXPERIENCE IN THE NATURE & USE OF GUIDE.

ARE CONSULTING SERVICES AVAILABLE? ( )Yes (x)No

If Yes, Please Fill Out This Section:

By whom:

Other comment:

COPYRIGHT RESTRICTIONS: ( )Yes (x)No

Explain

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT:

OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT LABORATORY
IN AGRICULTURAL EDUCATION
ROOM 253, AGRICULTURAL ADMINISTRATION BUILDING
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210 614 422-4848

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

THESE MATERIALS GREW OUT OF THE NEED TO IDENTIFY THE EDUCATION EXPERIENCES MOST APPROPRIATE FOR CAREER DEVELOPMENT IN AGRIBUSINESS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION. THE AGRIBUSINESS HAD SEVERAL EMERGING PROGRAM AREAS INCLUDING ENVIRONMENTAL PROTECTION, WHERE OCCUPATIONAL COMPETENCIES AND THE RELATED CURRICULUM HAD NOT BEEN WELL DEFINED AT THE VOCATIONAL CAREER PREPARATION LEVEL.

THIS GUIDE DESIGNED TO ANSWER THE MORE BASIC QUESTIONS OF CURRICULUM PLANNING AND DEVELOPMENT -- WHAT SHOULD BE TAUGHT, AND TO SOME DEGREE, HOW AND WITH WHAT RESOURCES. IT IS NOT INTENDED TO TEACH FROM, NOR TO BE USED AS INSTRUCTIONAL MATERIALS IN THE CLASS BY EITHER TEACHER OR STUDENTS. IT IS MEANT AS AN AID TO ALL WHO ARE INVOLVED IN THE CURRICULUM PLANNING PHASES PRIOR TO CLASSROOM INSTRUCTION.

FOR ADMINISTRATORS AND OTHERS WHO MUST MAKE DECISIONS CONCERNING FACILITIES OR EQUIPMENT, THERE ARE GUIDELINES TO SPECIFICATIONS. FOR GUIDANCE COUNSELORS OR OTHERS WORKING WITH STUDENTS ON CAREER DECISIONS, INFORMATION IS PROVIDED CONCERNING OCCUPATIONS AND THE TYPE OF COMPETENCIES AND CHARACTERISTICS NEEDED BY THE WORKERS FOR THESE OCCUPATIONS. FOR THE CURRICULUM SPECIALIST, TEACHER EDUCATOR, STATE SUPERVISOR, OR OTHERS RESPONSIBLE FOR DETERMINING INSTRUCTIONAL CONTENT AND PREPARING TEACHERS TO CONDUCT INSTRUCTIONAL PROGRAMS, THE GUIDE DEFINES THE NEEDS OF THE STUDENTS IN TERMS OF TERMINAL PERFORMANCES. ALL OTHER INSTRUCTIONAL RESOURCES ARE BASED UPON THE TERMINAL PERFORMANCE OBJECTIVES FOR THE STUDENTS. THE GUIDES ARE BASED UPON TERMINAL PERFORMANCES NEEDED BY ENTRY LEVEL EMPLOYEES IN THE ENVIRONMENTAL PROTECTION OCCUPATIONS. THE TERMINAL PERFORMANCES, WHICH ARE COMMON TO MOST ENVIRONMENTAL PROTECTION PROGRAMS ACROSS THE COUNTRY, WERE SELECTED AS A BASIS FOR THE CURRICULUM.

THE GUIDE INCLUDES THREE OCCUPATIONAL SUBGROUPS WITHIN THE ENVIRONMENTAL PROTECTION AREA COVERING WATER TREATMENT, AIR POLLUTION, AND WASTEWATER. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

THE INSTRUCTIONAL UNITS WERE REVIEWED BY CURRICULUM DEVELOPERS, TEACHERS, AND INDUSTRY PERSONNEL THROUGHOUT THE UNITED STATES DURING THE DEVELOPMENTAL PHASES OF THE GUIDE. COPIES WILL BE AVAILABLE JUNE 15, 1974, AND WILL BE FIELD-TESTED DURING 1974-74 WITH TEACHERS TO DETERMINE ITS USEFULNESS AND ADEQUACY IN ASSISTING THEM IN MAKING INSTRUCTIONAL DECISIONS, AND WITH STUDENTS TO DETERMINE THE RELATIONSHIP BETWEEN STUDENT ACHIEVEMENT ON MATERIAL COVERED IN SELECTED INSTRUCTIONAL UNITS AND THE ADEQUACY AND USEFULNESS OF THE GUIDE FOR INSTRUCTIONAL DECISION-MAKING.

STATE SUBMITTING ABSTRACT

Name of State OHIO

Agency OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT LABORATORY IN AGRICULTURAL EDUCATION

Address 253 AGRICULTURAL ADMINISTRATION BUILDING
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210

Phone AC/ 614 422-4848

IL 000 388

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Career Counseling Guide - "A Student Guide to Securing a Job"

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Mr. Daniel M. Hull
Technical Education Research Centers,
Southwest Center
P.O. Box 4395
Waco, TX 76705

Henry C. Ryniker, Supervisor of Counseling
Supervisor of Counseling
San Antonio Public School District,
San Antonio, TX

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
72 Pages

☐ Video Tape
____Minutes
____B & W
____Color
____Size

☐ Film
____Minutes
____B & W
____Color
____Size

☐ Slides & Film Strips
____Color
____B & W
____ Frames
Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X)Yes ( )No

If Yes, Please Fill Out This Section
By whom: Daniel M. Hull and Henry C. Ryniker
Technical Education Research Center, Southwest Center
P.O. Box 4395, Waco. TX 76705

Other comment:

COPYRIGHT RESTRICTIONS: (X)Yes ( )No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☐ Other Explain

TO ORDER, PLEASE CONTACT: See "Developer" above

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Five career counseling guides were developed by TERC under the Laser and Electro-Optic Technology Instructional Materials Development Program funded by the U. S. Office of Education. The purpose of these guides is to assist teachers, counselors, guidance personnel, administrators, parents and students in helping a student to choose wisely a career and the suitable training required and to obtain a desirable job after training.

This particular guide entitled "A student Guide to Securing a Job" describes the systematic select-search-secure process which has been effectively utilized by students who are completing their career training.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 389

TITLE OF MATERIALS

Career Counseling Guides - Preparing for a Career

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Dan M. Hull
Project Manager
Technical Education Research Centers,
Southwest Center
P.O. Box 4395
Waco, TX 76705
Henry C. Ryniker, Supervisor of Counseling,
San Antonio Public School District,
San Antonio, Texas

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 68 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☒ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:
By whom: Daniel M. Hull and Henry C. Ryniker
Technical Education Research Centers, Southwest Center
P.O. Box 4395, Waco, TX 76705

Other comment:

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain Limited

PROVISIONS FOR ACQUIRING MATERIALS:

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☐ Other Explain

TO ORDER, PLEASE CONTACT: See "Developer" above

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

Five career counseling guides were developed by TERC under the Laser and Electro-Optics Technology Instructional Materials Development Program funded by the U. S. Office of Education. The purpose of these guides is to assist teachers, counselors, guidance personnel, administrators, parents and students in helping a student to choose wisely a career and the suitable training required and to obtain a desirable job after training.

This particular guide, entitled "Preparing for a Career" is intended to aid counselors and students to select a career that will be interesting, within the capability of the student and will offer employment after training.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 390

TITLE OF MATERIALS

Career Counseling Guide - "A Parent's Guide to Technical Education"

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Daniel M. Hull, Project Manager
Technical Education Research Center
Southwest Center
P.O. Box 4395
Waco, TX 76705

Henry C. Ryniker, Supervisor of Counseling
San Antonio Public School District
San Antonio, TX

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	54 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☒ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☐ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Daniel M. Hull and Henry C. Ryniker
Technical Education Research Centers, Southwest Center
P.O. Box 4395, Waco TX 76705

Other comment:

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Limited

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☐ Other Explain

TO ORDER, PLEASE CONTACT: See "Developer" above

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Abstract Prepared in 1974

DESCRIPTOR:

Five Career Counselling Guides were developed by TERC under the Laser and Electro Optic Technology Instructional Materials Development Program, funded by the U.S. Office of Education. The purpose of these guides is to assist teachers, counselors, guidance personnel, administrators, parents and students in helping a student to choose wisely a career and the requisite training, and to obtain a desirable job after training.

This particular guide entitled "A Parent's Guide to Technical Education" is intended to inform parents of teenage children who anticipate technical careers that the alternatives to traditional Baccalaureate degree programs are not only respectable but also offer challenging, stimulating careers of substantial financial and personal rewards.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 391

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Career Counseling Guide - "Counseling for Careers"

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Mr. Daniel M. Hull
Technical Education Research Centers,
Southwest Center
P.O. Box 4395
Waco, TX 76705

Henry C. Ryniker, Supervisor of Counseling
San Antonio Public School District
San Antonio, TX

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	45 Pages	____ Minutes	____ Minutes	____ Color
		____ B & W	____ B & W	____ B & W
		____ Color	____ Color	____ Frames
		____ Size	____ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☐ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:
By whom: Daniel M. Hull and Henry C. Ryniker
Technical Education Research Centers, Southwest Center
P.O. Box 4395, Waco, TX 76705

Other comment:

COPYRIGHT RESTRICTIONS: (X) Yes ( ) No

Explain Limited

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☐ Other Explain

TO ORDER, PLEASE CONTACT: See "Developer" above

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Abstract Prepared in 1974

DESCRIPTOR:

Five career counseling guides were developed by TERC under the Laser and Electro Optic Technology Instructional Materials Development Program, funded by the U. S. Office of Education. The purpose of these guides is to assist teachers, counselors, guidance personnel, administrators, parents and students in helping a student to choose wisely a career and the requisite training, and to obtain a desirable job after training.

This particular guide, entitled "Counseling for Careers", is directed toward High School Counselors and discusses alternatives to the traditional career preparation in institutions of higher learning.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC

IL 000 392

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

Career Education in
Business Ownership and Management,
Grades 7 - 9

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

NBEA CURRICULUM DEVELOPMENT PROJECT
C.J. Byrnside Jr., Ph.D., Director
Betty L. Cox, Co-Developer

Under a Grant from the US Office of Education

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
105 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☒ Slides & Film Strips
X Color
____ B & W
261 Frames
Audio (X) Yes ( ) No

FOR STUDENT USE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (X) No

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Project staff

Other comment: Consultation is considered, for the most part, unnecessary.

COPYRIGHT RESTRICTIONS: ( ) Yes ( ) No

Explain ~~The materials have not been completed. Copyright at present lies solely with the US Office of Education.~~

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☐ Other Explain Materials will not be available until after November, 1974.

TO ORDER, PLEASE CONTACT: For Information: NBEA, Dulles International Airport,
P.O. Box 17402, Washington, D.C. 20041

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

In June, 1971, the National Business Education Association was awarded a grant by the U.S. Office of Education, Bureau of Adult Vocational Technical Education. The purpose of the grant was to develop a course of study in career education for seventh, eighth, and ninth grades in business ownership and management as a potential career choice. The material is designed to be used in eleven consecutive class hours. A complete teachers' guide accompanies the four sound filmstrips.

The material which has been developed covers business ownership and management broadly and with an earnest effort to give feeling for the full spectrum of ownership and management without concentrating heavily on the "how-to" aspects. This broad coverage should permit the junior high school youngster to (1) have a general understanding of the advantages and disadvantages of ownership, (2) recognize whether or not ownership and/or management is likely to fit within the scope of his own future when it is time to make a career decision, and (3) be aware of the educational areas in which he must achieve some level of competence should ownership and/or management be an area which seems suitable for his future.

The four sound filmstrips which present the basic concepts of the curriculum module are basically divided into the four primary functions within a business. The first, entitled "Business Ownership," gives a general view of ownership and management with primary emphasis placed on operations. The other titles, "Marketing," "Personnel," and "Financial Management," are indicative of their content.

The course of study utilizes several types of classroom activity in addition to the use of sound filmstrips. One lesson plan calls for students to design advertisements for imaginary businesses. Other activities include the use of case studies.

The project is not scheduled for completion until November, 1974. Pilot testing has been conducted during the 1973-74 school year, and the results of that pilot testing is to be incorporated in the production of the final product.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 393

TITLE OF MATERIALS

Laser Electro-Optics Technology
Curriculum Guide

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Daniel M. Hull
Project Manager
Technical Education Research Center,
Southwest Center
P.O. Box 4395
Waco, TX 76705

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 120 Pages

☐ Video Tape ____ Minutes ____ B & W ____ Color ____ Size

☐ Film ____ Minutes ____ B & W ____ Color ____ Size

☐ Slides & Film Strips ____ Color ____ B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x)Yes ( )No

If Yes, Please Fill Out This Section:

By whom: Daniel M. Hull and Anthony DaMommio
Technical Education Research Centers, Southwest Center
P.O. Box 4395, Waco, TX 76705

Other comment: Consulting services include teacher training, program planning, equipment & facilities selection, and location of employees for graduates of the program.

COPYRIGHT RESTRICTIONS: (x)Yes ( )No

Explain Limited

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number

☒ Other Explain being published

TO ORDER, PLEASE CONTACT: See "Developer" above

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Laser and Electro-Optics Technology (LEOT) instructional modules were developed under a grant from the U.S. Office of Education. The need for program development in this emerging technical occupation was based upon the results of a national survey of occupational needs and educational resources in this area. An advisory committee of educators, scientists, and managers from government and industry provided the information for determining the relevant knowledge and skills for LEOT work. The instructional modules developed from these data include measurable objectives and laboratory oriented learning materials and instructions supportive to these objectives. The modular format allows flexibility both in applications and in teaching sequence. Although the materials were designed for a two year post-secondary program in LEOT, they are also suitable for use in the areas of electronics and physics, as laboratory exercises in engineering schools and in industrial training and "update" programs.

The purpose of the Curriculum Guide is to describe the laser and electro-optics field and to assist planners, administrators, faculty, and industrial and community educational advisors in establishing two year post secondary laser and electro optical programs to meet local, state and regional needs.

STATE
SUBMITTING
ABSTRACT

Name of State

Agency

Address

Phone AC/

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 394

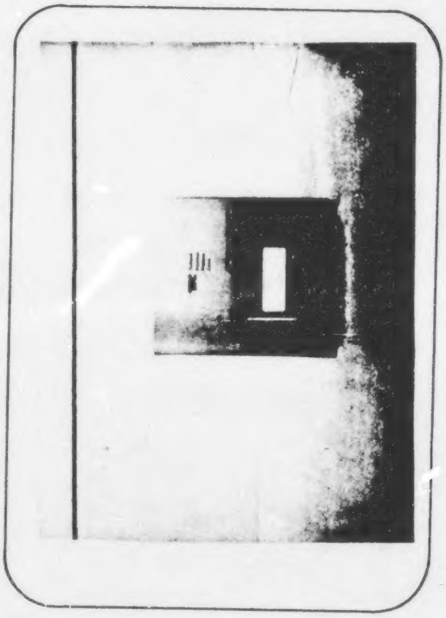
TITLE OF MATERIALS

Laser and Electro-Optics Technology
Evaluation Manual

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

Mr. Danial M. Hull
Technical Education Research Center
Southwest Center
P.O. Box 4395
Waco, TX 76705



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy
____ Pages

☒ Paper Bound
150 Pages

☐ Video Tape
____ Minutes
____ B & W
____ Color
____ Size

☐ Film
____ Minutes
____ B & W
____ Color
____ Size

☐ Slides & Film Strips
____ Color
____ B & W
____ Frames
Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☐ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel ☒ Other Personnel

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ( ) Yes (x) No

ARE CONSULTING SERVICES AVAILABLE? (x) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom:
Daniel M. Hull and C. Bryan Doss
Technical Education Research Centers, Southwest Center
P.O. Box 4395, Waco, TX 76705

Other comment: Consulting services include program planning, teacher training and program evaluation

COPYRIGHT RESTRICTIONS: (x) Yes ( ) No

Explain ____________________

PROVISIONS FOR ACQUIRING MATERIALS:

☐ Purchase (Unit cost $________) ☐ Rent (Unit cost $________) ☐ Free ☐ ERIC Number
☒ Other Explain being published

TO ORDER, PLEASE CONTACT: see "Developer" above

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

The Laser and Electro-Optic Technology (LEOT) instructional modules were developed under a grant from the U.S. Office of Education. The need for program development in this emerging technical occupation was based upon the results of a national survey of occupational needs and educational resources in this area. An advisory committee of educators, scientists, and managers from government and industry provided the information for determining the relevant knowledge and skills for LEOT work. The instructional modules developed from these data include measurable objectives and laboratory oriented learning materials and instructions supportive to these objectives. The modular format allows flexibility both in applications and in teaching sequence. Although the materials were designed for a two year post-secondary program in LEOT, they are suitable for use in the areas of electronics and physics, and can also be implemented as laboratory exercises in engineering schools and in industrial training and "update" programs. All of the modules have been successfully service tested with students at the Texas State Technical Institute (TSTI) in Waco, Texas. They will be used this year by seven Vocational Schools including Spanish Bilingual versions (which are also available) being taught in an LEOT program at the TSTI campus in Harlingen, Texas.

The purpose underlying the Evaluation Manual is to provide 1) a foundation for future program development and evaluation, 2) a description and evaluation of the Technical Education Research Center Laser Electro-Optics Technician program, and 3) some techniques and procedures applicable to modified technical programs. Thus, a program director should be able to use this guide in the development and evaluation of either new or modified programs.

The specific program that this guide focuses on has as its goal the training of a skilled Laser/Electro-Optics technician with entry level abilities. A combination of the two parts should aid a program director in evaluating all facts of his program.

The goal of this manual on evaluation is to provide interested parties with useful and effective procedures and techniques from which they can choose appropriate courses of action for the training program for which they are responsible. One caution for the reader in the use of the text is that is does not tell which of these procedures are best, the users must make that determination in relation to the specific program under study.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

OCCUPATIONAL CURRICULUM

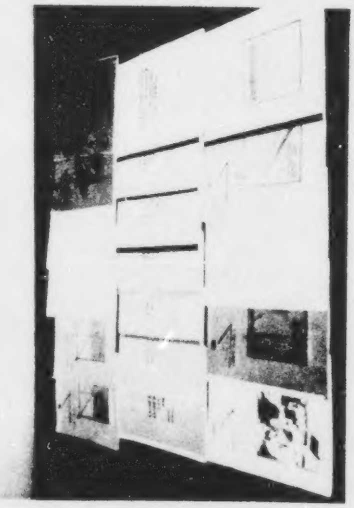
MATERIALS ABSTRACT

IL 000 395

TITLE OF MATERIALS
Laser and Electro-Optics Technology
Instructional Modules (102 different modules)

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)
Mr. Daniel M. Hull
Project Manager
Technical Education Research Centers, Inc.
Southwest Center
P.O. Box 4395
Waco, TX 76705



TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 30 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

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TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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By whom:
Daniel M. Hull and Anthony DaMommio
Technical Education Research Centers, Southwest Center
P.O. Box 4395, Waco, TX 76705

Other comment: Consulting services include program planning, teacher training, equipment and facilities selection, and location of employers for graduates of the program.

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Abstract Prepared in 1974

DESCRIPTOR:

The Laser and Electro-Optic Technology (LEOT) instructional modules were developed under a grant from the U.S. Office of Education. The need for program development in this emerging technical occupation was based upon the results of a national survey of occupational needs and educational resources in this area. An advisory committee of educators, scientists, and managers from government and industry provided the information for determining the relevant knowledge and skills for LEOT work. The instructional modules developed from these data include measurable objectives and laboratory oriented learning materials and instructions supportive to these objectives. The modular format allows flexibility both in applications and in teaching sequence. Although the materails were designed for a two year post-secondary program in LEOT, they are suitable for use in the areas of electronics and physics, and can also be implemented as laboratory exercises in engineering schools and in industrial training and "update" programs. All of the modules have been successfully service tested with students at the Texas State Technical Institute (TSTI) in Waco, Texas. They will be used this year by seven Vocational Schools including Spanish Bilingual versions (which are also available) being taught in an LEOT program at the TSTI campus in Harlingen, Texas.

STATE
SUBMITTING
ABSTRACT

Name of State
Agency
Address
Phone AC/

IL 000 396

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

CAREER PREPARATION IN AGRICULTURAL PRODUCTION: A CURRICULUM GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

ROGER COURSON, R.L. ESPENSCHIED, CLARENCE FRIDLINE, G. DON GLAZIER, JR., DR. DAVID HOWELL, JOHN HERBST, VERNON LUFT, MAX B. MC GHEE, ROGER D. ROEDIGER, CAREER EDUCATION IN AGRIBUSINESS, NATURAL RESOURCES, AND ENVIRONMENTAL PROTECTION, THE OHIO STATE UNIVERSITY.

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

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THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210 614 422-4848

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Abstract Prepared in 1974

DESCRIPTOR:

THESE MATERIALS GREW OUT OF THE NEED TO IDENTIFY THE EDUCATIONAL EXPERIENCES MOST APPROPRIATE FOR CAREER DEVELOPMENT IN AGRIBUSINESS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION. THE AGRIBUSINESS HAD SEVERAL EMERGING PROGRAM AREAS INCLUDING AGRICULTURAL PRODUCTION, WHERE OCCUPATIONAL COMPETENCIES AND THE RELATED CURRICULUM HAD NOT BEEN WELL DEFINED AT THE VOCATIONAL CAREER PREPARATION LEVEL.

THIS GUIDE IS DESIGNED TO ANSWER THE MORE BASIC QUESTIONS OF CURRICULUM PLANNING AND DEVELOPMENT -- WHAT SHOULD BE TAUGHT, AND TO SOME DEGREE, HOW AND WITH WHAT RESOURCES. IT IS NOT INTENDED TO TEACH FROM, NOR TO BE USED AS INSTRUCTIONAL MATERIAL IN THE CLASS BY EITHER TEACHER OR STUDENTS. IT IS MEANT AS AN AID TO ALL WHO ARE INVOLVED IN THE CURRICULUM PLANNING PHASES PRIOR TO CLASSROOM INSTRUCTION.

FOR ADMINISTRATORS AND OTHERS WHO MUST MAKE DECISIONS CONCERNING FACILITIES OR EQUIPMENT, THERE ARE GUIDELINES TO SPECIFICATIONS. FOR GUIDANCE COUNSELORS OR OTHERS WORKING WITH STUDENTS ON CAREER DECISIONS, INFORMATION IS PROVIDED CONCERNING OCCUPATIONS AND THE TYPE OF COMPETENCIES AND CHARACTERISTICS NEEDED BY THE WORKERS FOR THESE OCCUPATIONS. FOR THE CURRICULUM SPECIALIST, TEACHER EDUCATOR, STATE SUPERVISOR, OR OTHERS RESPONSIBLE FOR DETERMINING INSTRUCTIONAL CONTENT AND PREPARING TEACHERS TO CONDUCT INSTRUCTIONAL PROGRAMS, THE GUIDE DEFINES THE NEEDS OF THE STUDENTS IN TERMS OF TERMINAL PERFORMANCES. ALL OTHER INSTRUCTIONAL RESOURCES ARE BASED UPON THE TERMINAL PERFORMANCE OBJECTIVES FOR THE STUDENTS.

THE GUIDES ARE BASED UPON TERMINAL PERFORMANCES NEEDED BY ENTRY LEVEL EMPLOYEES IN THE AGRICULTURAL PRODUCTION OCCUPATIONS. THE TERMINAL PERFORMANCES, WHICH ARE COMMON TO MOST AGRICULTURAL PRODUCTION PROGRAMS ACROSS THE COUNTRY, WERE SELECTED AS A BASIS FOR THE CURRICULUM.

THE GUIDE INCLUDES FOUR OCCUPATIONAL SUBGROUPS WITHIN THE AGRICULTURAL PRODUCTION AREA COVERING ANIMAL SCIENCE, PLANT SCIENCE, FARM MECHANICS, AND FARM BUSINESS MANAGEMENT. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

THE INSTRUCTIONAL UNITS WERE REVIEWED BY CURRICULUM DEVELOPERS, TEACHERS, AND INDUSTRY PERSONNEL THROUGHOUT THE UNITED STATES DURING THE DEVELOPMENTAL PHASES OF THE GUIDE. COPIES WILL BE AVAILABLE JUNE 15, 1974, AND WILL BE FIELD-TESTED DURING 1974-76, WITH TEACHERS TO DETERMINE ITS USEFULNESS AND ADEQUACY IN ASSISTING THEM IN MAKING INSTRUCTIONAL DECISIONS, AND WITH STUDENTS TO DETERMINE THE RELATIONSHIP BETWEEN STUDENT ACHIEVEMENT ON MATERIAL COVERED IN SELECTED INSTRUCTIONAL UNITS AND THE ADEQUACY AND USEFULNESS OF THE GUIDE FOR INSTRUCTIONAL DECISION-MAKING.

STATE SUBMITTING ABSTRACT

Name of State	OHIO
Agency	OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT LABORATORY IN AGRICULTURAL EDUCATION
Address	253 AGRICULTURAL ADMINISTRATION BUILDING THE OHIO STATE UNIVERSITY COLUMBUS, OHIO 43210
Phone AC/	614 422-4848

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 397

TITLE OF MATERIALS

CAREER PREPARATION IN ORNAMENTAL
HORTICULTURE: A CURRICULUM GUIDE
FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

MAX B. MC GHEE, CURRICULUM SPECIALIST

CAREER EDUCATION IN AGRIBUSINESS, NATURAL
RESOURCES, AND ENVIRONMENTAL PROTECTION,
THE OHIO STATE UNIVERSITY

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Abstract Prepared in 1974

DESCRIPTOR:

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THE GUIDE INCLUDES FIVE OCCUPATIONAL SUBGROUPS WITHIN THE ORNAMENTAL HORTICULTURE AREA COVERING ARBORICULTURE, FLORICULTURE, LANDSCAPE MAINTENANCE AND ESTABLISHMENT, NURSERY PRODUCTION, AND TURFGRASS MAINTENANCE AND ESTABLISHMENT. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

CAREER PREPARATION IN AGRICULTURAL RESOURCES: A CURRICULUM GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

LARRY D. HOUSEHOLDER, CURRICULUM SPECIALIST
CAREER EDUCATION IN AGRIBUSINESS,
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PROTECTION, THE OHIO STATE UNIVERSITY

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FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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COLUMBUS, OHIO 43210 614 422- 4848

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Abstract Prepared in 1974

DESCRIPTOR:

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THE GUIDE INCLUDES EIGHT OCCUPATIONAL SUBGROUPS WITHIN THE AGRICULTURAL RESOURCES AREA COVERING FISH, FORESTRY, MINING AREA RESTORATION, OUTDOOR RECREATION, RANGE, SOIL, WATER, AND WILDLIFE. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

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STATE SUBMITTING ABSTRACT

Name of State OHIO

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Address 253 AGRICULTURAL ADMINISTRATION BUILDING
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~~COLUMBUS, OHIO 43210~~

Phone AC/ 614 422-4848

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 399

TITLE OF MATERIALS
CAREER PREPARATION IN FORESTRY: A CURRICULUM GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)
LARRY D. HOUSEHOLDER & EDDIE A. MOORE,
CURRICULUM SPECIALIST
CAREER EDUCATION IN AGRIBUSINESS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION,
THE OHIO STATE UNIVERSITY

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Abstract Prepared in 1974

DESCRIPTOR:

THESE MATERIALS GREW OUT OF THE NEED TO IDENTIFY THE EDUCATIONAL EXPERIENCES MOST APPROPRIATE FOR CAREER DEVELOPMENT IN AGRIBUSINESS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION. THE AGRIBUSINESS HAD SEVERAL EMERGING PROGRAM AREAS INCLUDING FORESTRY, WHERE OCCUPATIONAL COMPETENCIES AND THE RELATED CURRICULUM HAD NOT BEEN WELL DEFINED AT THE VOCATIONAL CAREER PREPARATION LEVEL.

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THE GUIDE INCLUDES FIVE OCCUPATIONAL SUBGROUPS WITHIN THE FORESTRY AREA COVERING FOREST ESTABLISHMENT, FOREST PROTECTION, LOGGING - HARVESTING AND TRANSPORTING, WOOD UTILIZATION, AND CHRISTMAS TREE PRODUCTION. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

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STATE
SUBMITTING
ABSTRACT

Name of State: OHIO

Agency: OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT LABORATORY IN AGRICULTURAL EDUCATION

Address: 253 AGRICULTURAL ADMINISTRATION BUILDING
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COLUMBUS, OHIO 43210

Phone AC/ 614 422-4848

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 400

TITLE OF MATERIALS

CAREER EDUCATION IN AGRICULTURAL EQUIPMENT AND MECHANICS: A CURRICULUM GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

EDGAR P. YODER, CURRICULUM SPECIALIST

CAREER EDUCATION IN AGRIBUSINESS, NATURAL RESOURCES, AND ENVIRONMENTAL PROTECTION, THE OHIO STATE UNIVERSITY.

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TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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253 AGRICULTURAL EDUCATION BUILDING
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210 614 422-4848

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

THESE MATERIALS GREW OUT OF THE NEED TO IDENTIFY THE EDUCATIONAL EXPERIENCES MOST APPROPRIATE FOR CAREER DEVELOPMENT IN AGRIBUSINESS, NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION. THE AGRIBUSINESS HAD SEVERAL EMERGING PROGRAM AREAS INCLUDING AGRICULTURAL EQUIPMENT AND MECHANICS, WHERE OCCUPATIONAL COMPETENCIES AND THE RELATED CURRICULUM HAD NOT BEEN WELL DEFINED AT THE VOCATIONAL CAREER PREPARATION LEVEL.

THIS GUIDE IS DESIGNED TO ANSWER THE MORE BASIC QUESTIONS OF CURRICULUM PLANNING AND DEVELOPMENT -- WHAT SHOULD BE TAUGHT, AND TO SOME DEGREE, HOW AND WITH WHAT RESOURCES. IT IS NOT INTENDED TO TEACH FROM, NOR TO BE USED AS INSTRUCTIONAL MATERIAL IN THE CLASS BY EITHER TEACHER OR STUDENTS. IT IS MEANT AS AN AID TO ALL WHO ARE INVOLVED IN THE CURRICULUM PLANNING PHASES PRIOR TO CLASSROOM INSTRUCTION.

FOR ADMINISTRATORS AND OTHERS WHO MUST DECISIONS CONCERNING FACILITIES OR EQUIPMENT, THERE ARE GUIDELINES TO SPECIFICATIONS. FOR GUIDANCE COUNSELORS OR OTHERS WORKING WITH STUDENTS ON CAREER DECISIONS, INFORMATION IS PROVIDED CONCERNING OCCUPATIONS AND THE TYPE OF COMPETENCIES AND CHARACTERISTICS NEEDED BY THE WORKERS FOR THESE OCCUPATIONS. FOR THE CURRICULUM SPECIALIST, TEACHER EDUCATOR, STATE SUPERVISOR, OR OTHERS RESPONSIBLE FOR DETERMINING INSTRUCTIONAL CONTENT AND PREPARING TEACHERS TO CONDUCT INSTRUCTIONAL PROGRAMS, THE GUIDE DEFINES THE NEEDS OF THE STUDENTS IN TERMS OF TERMINAL PERFORMANCES. ALL OTHER INSTRUCTIONAL RESOURCES ARE BASED UPON THE TERMINAL PERFORMANCE OBJECTIVES FOR THE STUDENTS. THE GUIDES ARE BASED UPON THE TERMINAL PERFORMANCES NEEDED BY ENTRY LEVEL EMPLOYEES IN THE AGRICULTURAL EQUIPMENT AND MECHANICS OCCUPATIONS. THE TERMINAL PERFORMANCES, WHICH ARE COMMON TO MOST AGRICULTURAL EQUIPMENT AND MECHANICS PROGRAMS ACROSS THE COUNTRY, WERE SELECTED AS A BASIS FOR THE CURRICULUM.

THE GUIDE INCLUDES TWO OCCUPATIONAL SUBGROUPS WITHIN THE AGRICULTURAL EQUIPMENT AND MECHANICS AREA COVERING AGRICULTURAL POWER SERVICE AND REPAIR AND ASSEMBLY, ADJUSTMENT, REPAIR AND/OR SERVICE OF AGRICULTURAL EQUIPMENT. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

THE INSTRUCTIONAL UNITS WERE REVIEWED BY CURRICULUM DEVELOPERS, TEACHERS, AND INDUSTRY PERSONNEL THROUGHOUT THE UNITED STATES DURING THE DEVELOPMENTAL PHASES OF THE GUIDE. COPIES WILL BE AVAILABLE JUNE 15, 1974 AND WILL BE FIELD-TESTED DURING 1974-76 WITH TEACHERS TO DETERMINE ITS USEFULNESS AND ADEQUACY IN ASSISTING THEM IN MAKING INSTRUCTIONAL DECISIONS, AND WITH STUDENTS TO DETERMINE THE RELATIONSHIP BETWEEN STUDENT ACHIEVEMENT ON MATERIAL COVERED IN SELECTED INSTRUCTIONAL UNITS AND THE ADEQUACY AND USEFULNESS OF THE GUIDE FOR INSTRUCTIONAL DECISION-MAKING.

STATE SUBMITTING ABSTRACT

Name of State
OHIO

Agency
OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT
LABORATORY IN AGRICULTURAL EDUCATION

Address
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THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210

Phone AC/ 614 422-4848

IL 000 401

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS

CAREER PREPARATION IN AGRICULTURAL SUPPLIES AND SERVICES: A CURRICULUM GUIDE FOR HIGH SCHOOL VOCATIONAL AGRICULTURE.

Date developed and/or revised: 1974

NAME OF DEVELOPER(S)

EDGAR P. YODER, CURRICULUM SPECIALIST

CAREER EDUCATION IN AGRIBUSINESS, NATURAL RESOURCES, AND ENVIRONMENTAL PROTECTION, THE OHIO STATE UNIVERSITY

TYPE OF MATERIALS: ☒ Career Education ☐ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	208 Pages	____ Minutes	____ Minutes	____ Color
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		____ Size	____ Size	Audio ( )Yes ( )No

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Abstract Prepared in 1974

DESCRIPTOR:

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FOR ADMINISTRATORS AND OTHERS WHO MUST MAKE DECISIONS CONCERNING FACILITIES OR EQUIPMENT, THERE ARE GUIDELINES TO SPECIFICATIONS. FOR GUIDANCE COUNSELORS OR OTHERS WORKING WITH STUDENTS ON CAREER DECISIONS, INFORMATION IS PROVIDED CONCERNING OCCUPATIONS AND THE TYPE OF COMPETENCIES AND CHARACTERISTICS NEEDED BY THE WORKERS FOR THESE OCCUPATIONS. FOR THE CURRICULUM SPECIALIST, TEACHER EDUCATOR, STATE SUPERVISOR, OR OTHERS RESPONSIBLE FOR DETERMINING INSTRUCTIONAL CONTENT AND PREPARING TEACHERS TO CONDUCT INSTRUCTIONAL PROGRAMS, THE GUIDE DEFINES THE NEEDS OF THE STUDENTS IN TERMS OF TERMINAL PERFORMANCES. ALL OTHER INSTRUCTIONAL RESOURCES ARE BASED UPON THE TERMINAL PERFORMANCE OBJECTIVES FOR THE STUDENTS. THE GUIDES ARE BASED UPON TERMINAL PERFORMANCES NEEDED BY ENTRY LEVEL EMPLOYEES IN THE AGRICULTURAL SUPPLIES AND SERVICES OCCUPATIONS. THE TERMINAL PERFORMANCES, WHICH ARE COMMON TO MOST AGRICULTURAL SUPPLIES AND SERVICES PROGRAMS ACROSS THE COUNTRY, WERE SELECTED AS A BASIS FOR THE CURRICULUM.

THE GUIDE INCLUDES FOUR OCCUPATIONAL SUBGROUPS WITHIN THE AGRICULTURAL SUPPLIES AND SERVICES AREA COVERING FEEDS, CHEMICALS, FERTILIZERS, AND SEEDS. EACH INSTRUCTIONAL UNIT CONTAINS: A UNIT CONCEPT, STUDENT PERFORMANCE OBJECTIVES, INSTRUCTIONAL AREAS, EXAMPLES OF STUDENT LEARNING ACTIVITIES, EXAMPLES OF PROCESSES TO EVALUATE STUDENT PERFORMANCE, INSTRUCTIONAL MATERIALS OR EQUIPMENT, AND EXAMPLES OF SUPPORTING REFERENCES.

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STATE
SUBMITTING
ABSTRACT

Name of State: OHIO

Agency: OHIO CAREER EDUCATION AND CURRICULUM MANAGEMENT
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Address: THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210

Phone AC/ 614 422-4848

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

BUILDING
MAINTENANCE
SYLLABUS
TRADE
EDUCATI

IL 000 402

TITLE OF MATERIALS	Building Maintenance Syllabus Date developed and/or revised: 1973
NAME OF DEVELOPER(S)	Bureau of Secondary Curriculum Development New York State Education Department

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	63 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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TO ORDER, PLEASE CONTACT:

Publications Distribution Unit, State Education Department,
Albany, N.Y. 12224 (518) 474-3806

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A syllabus of minimum content for State approval of a course in building and grounds maintenance, organized to assist the teacher in individualizing instruction in class groupings of low through above average student capabilities. A committee of teachers of building maintenance, aided by NYSED subject and curriculum specialists created a topical outline, resource list, and suggested equipment inventory. A previously uninvolved teacher of the course then assisted the occupational curriculum specialist in refining the manuscript and adding teaching suggestions. Instruction in use of the syllabus in writing a course of study were added by the curriculum specialist. Feedback indicates teacher/administrator satisfaction.

STATE SUBMITTING ABSTRACT

Name of State	New York
Agency	State Education Department Bureau of Secondary Curriculum Development
Address	Albany, N.Y. 12224
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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 403

TRADE MASONRY SYLLABUS
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
ALBANY, NEW YORK 12224
1972

TITLE OF MATERIALS Trade Masonry Syllabus

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Bureau of Secondary Curriculum Development
New York State Education Department

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ____ Pages

☒ Paper Bound 56 Pages

☐ Video Tape ____Minutes ____B & W ____Color ____Size

☐ Film ____Minutes ____B & W ____Color ____Size

☐ Slides & Film Strips ____Color ____B & W ____ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

A syllabus of minimum content for State approval of a course in trade masonry. Course parameters, a content outline, teaching suggestions, and resource and tool lists were developed by a committee of teachers of the course, aided by NYSED subject and curriculum specialists. The manuscript was then refined and performance objectives written by the occupational curriculum specialist. The document was reviewed by the writers and NYSED subject specialists and suggested revisions made before printing.

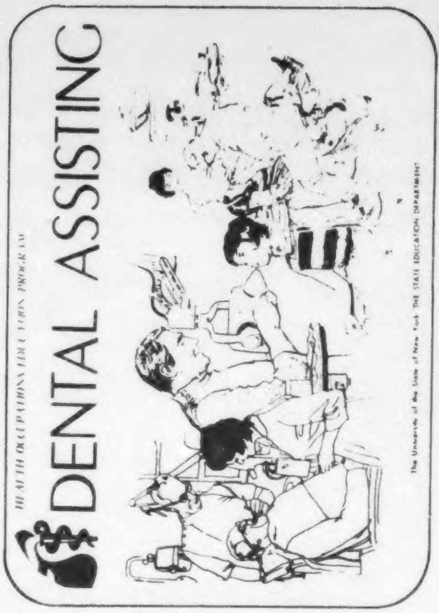
STATE SUBMITTING ABSTRACT

Name of State	New York
Agency	State Education Department Bureau of Secondary Curriculum Development
Address	Albany, N.Y. 12224
	Phone AC/ (518) 474-5922

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

IL 000 404


HEALTH OCCUPATIONS EDUCATION PROGRAM
DENTAL ASSISTING
The University of the State of New York THE STATE EDUCATION DEPARTMENT

TITLE OF MATERIALS Dental Assisting

Date developed and/or revised: 1973

NAME OF DEVELOPER(S) Bureau of Secondary Curriculum Development
New York State Education Department

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
____ Pages	30 Pages	____Minutes	____Minutes	____Color
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		____Color	____Color	____ Frames
		____Size	____Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher-Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator (☐ pre-service ☐ in-service) ☒ Classroom Teacher ☐ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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TO ORDER, PLEASE CONTACT:

Publications Distribution Unit, State Education Department,
Albany, N.Y. 12224 (518) 474-3806.

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

A syllabus of minimum content for State approval of a course in dental assisting, which includes some optional instruction. An advisory committee of teachers, health occupations education coordinators, and practicing dental assistants and dentists, aided by NYSED subject and cirriculum specialists, set parameters of the course and described a content outline. A writing committee of teachers of the course, guided and supervised by the occupational curriculum specialist, refined the content outline, developed performance objectives and teaching suggestions, and developed a resource list. Planned teacher workshops have not yet been implemented, precluding feedback at this time.

STATE SUBMITTING ABSTRACT

Name of State
New York

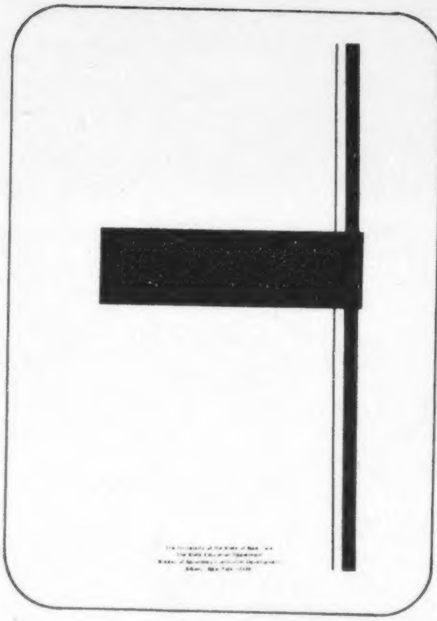
Agency
State Education Department
Bureau of Secondary Curriculum Development

Address
Albany, N.Y. 12224

Phone AC/ (518) 474-5922

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 405

TITLE OF MATERIALS The Work of The Business and Distributive Education Department Chairman

Date developed and/or revised: 1967

NAME OF DEVELOPER(S) Bureau of Secondary Curriculum Development
New York State Education Department

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	23 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
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		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes (X) No
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ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

In response to many requests for guidelines, this publication was prepared and distributed to chairmen of high school departments of business and/or distributive education in New York State.

Several leaders in business education made invaluable contributions in the development of this curriculum publication. They were drawn from the ranks of the faculty of the State University of New York, city directors, department chairmen, and the Division of Occupational Education Supervision and the Bureau of Business Education, Distributive Education, and Secondary Curriculum Development of the State Education Department.

This guide lists the principal responsibilities of an effective chairman, ranging from curriculum development and staff supervision to equipment selection and budgeting.

In order to facilitate a chairman's self-evaluation, the various facets of his or her work have been presented as a checklist. The chairman can check off those items already performed in the course of his or her normal duties and use the unchecked items as new opportunities for service.

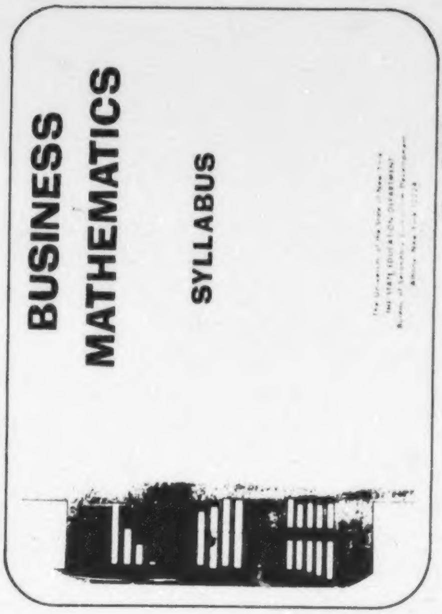
STATE
SUBMITTING
ABSTRACT

Name of State	New York
Agency	State Education Department Bureau of Secondary Curriculum Development
Address	Albany, N.Y. 12224
Phone AC/	(518) 474-5922

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS	Business Mathematics Syllabus Date developed and/or revised: 1973
NAME OF DEVELOPER(S)	Bureau of Secondary Curriculum Development New York State Education Department


BUSINESS MATHEMATICS

SYLLABUS

IL 000 406

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	174 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes (X) No
Depends upon the background of the teacher.

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

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TO ORDER, PLEASE CONTACT:

Publications Distribution Unit, State Education Department,
Albany, N.Y. 12224 (518) 474-3806.

continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

An advisory committee of business educators from New York State secondary schools and universities recommended the following:

- The entering student should have basic arithmetic competencies.
- Consumer education should be a part of this course.
- Content should be oriented toward occupational goals, such as office and store clusters.
- Goals for occupational clusters should be stated in measurable performance objectives for students.

Our Bureau of Testing and Advisory Services developed the Minimum Competency Test in Arithmetic Fundamentals included in this Syllabus.

The major sections of the new Syllabus are Fundamentals Refresher, The Business Cycle, Banking and Finance, Office Mathematics, and Personal Money Management.

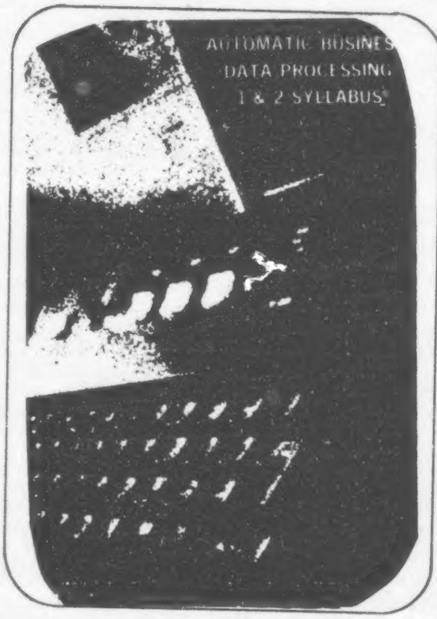
Four columns are correlated horizontally in a two-page layout to provide content topics, the rationale for each topic, performance objectives, and illustrative problems. These, with suggested time allotments should aid the teacher to organize classes into two levels of instruction.

STATE
SUBMITTING
ABSTRACT

Name of State	
Agency	New York State Education Department
Address	Bureau of Secondary Curriculum Development Albany, N.Y. 12224
Phone AC/	(518) 474-5922

OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT



IL 000 407

TITLE OF MATERIALS Automatic Business Data Processing 1 & 2 Syllabus

Date developed and/or revised: 1972

NAME OF DEVELOPER(S) Bureau of Secondary Curriculum Development
New York State Education Department

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	130 Pages	___Minutes	___Minutes	___Color
		___B & W	___B & W	___B & W
		___Color	___Color	___ Frames
		___Size	___Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (☒ pre-service ☒ in-service) ☒ Classroom Teacher ☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

IS TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? (X) Yes (X) No
Depends upon the background of the teacher.

ARE CONSULTING SERVICES AVAILABLE? (X) Yes ( ) No

If Yes, Please Fill Out This Section:

By whom: Personnel of the Bureau of Secondary Curriculum Development (518) 474-5922 *within New York State only.*

Other comment:

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Publications Distribution Unit, State Education Department,
Albany, N.Y. 12224 (518) 474-3806.

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Abstract Prepared in 1974

DESCRIPTOR:

In 1965, experimental outlines for instruction in keypunch machine operation and automatic business data processing for a one-year course of study were prepared and distributed.

In 1967, our Bureau of Occupational Education Research asked a number of national leaders to investigate several aspects pertaining to the development of automatic data processing instruction in New York State Secondary Schools.

In 1968, several managers and teachers of data processing in business and in secondary and higher education were brought to Albany to provide direction in the revision of the one-year course and to develop the content of a second-year in the resulting Syllabus.

ABDP 1 prepares students for entry-level jobs as unit record equipment operators and ABDP 2 prepares them as peripheral equipment operators and programmers.

Many rather explicit teaching suggestions are presented in this Syllabus. The teacher is given a thorough background in technical information to assist him or her to instruct the student in this recent and changing field.

STATE SUBMITTING ABSTRACT

Name of State	New York
Agency	State Education Department Bureau of Secondary Curriculum Development
Address	Albany, N.Y. 12224
Phone AC/	(518) 474-5922

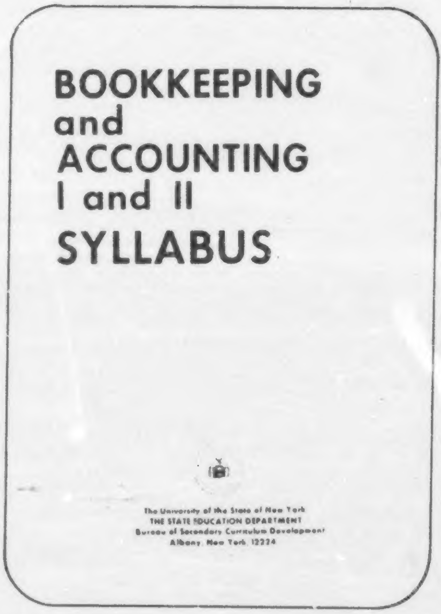
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS Bookkeeping and Accounting 1 and 2 Syllabus

Date developed and/or revised: 1970

NAME OF DEVELOPER(S)
Bureau of Secondary Curriculum Development
New York State Education Department



BOOKKEEPING
and
ACCOUNTING
I and II
SYLLABUS

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Bureau of Secondary Curriculum Development
Albany, New York 12224

IL 000 408

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy ___ Pages

☒ Paper Bound 65 Pages

☐ Video Tape ___Minutes ___B & W ___Color ___Size

☐ Film ___Minutes ___B & W ___Color ___Size

☐ Slides & Film Strips ___Color ___B & W ___ Frames Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

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Abstract Prepared in 1974

DESCRIPTOR:

Advisory committees in 1964 and 1965 recommended a survey of students who had completed bookkeeping in high school. The chairman of the Department of Business Education of The State University of New York at Albany, in cooperation with the Chief of The Bureau of Occupational Education Research of The State Department of Education, designed and executed a followup survey of high school graduates to determine the applications on the job of the various topics of their bookkeeping courses.

More than 2,000 respondents who had studied bookkeeping in 60 high schools indicated a need for more emphasis upon accounting principles and data processing, less rote memorization of forms and reports and de-emphasis of bookkeeping for personal use.

The resultant Syllabus added the term "accounting" to the title to indicate the inclusion of the production, collection, flow, interpretation, and use of financial information in a total accounting system. Expansion of the Syllabus to a second year significantly extended basic accounting skills and concepts to a variety of increasingly complex business situations for initial employment and probable advancement in bookkeeping and accounting occupations, as well as professional careers through higher education.

STATE SUBMITTING ABSTRACT

Name of State New York
Agency State Education Department ~~Bureau of Secondary Curriculum Development~~
Address Albany, N.Y. 12224
Phone AC/ (518) 474-5922

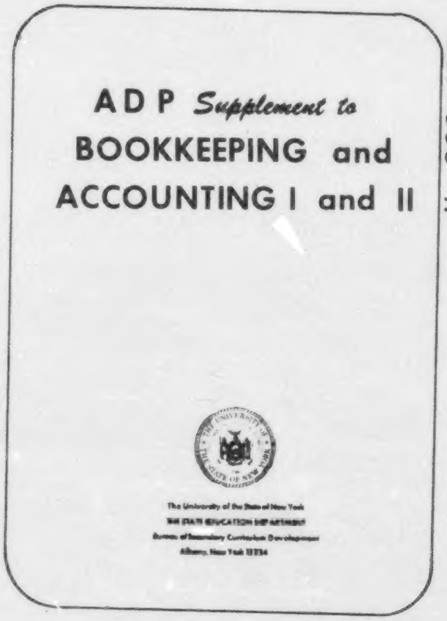
OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

TITLE OF MATERIALS A.D.P. Supplement to Bookkeeping and Accounting I and II Syllabus

Date developed and/or revised: 1971

NAME OF DEVELOPER(S) Bureau of Secondary Curriculum Development
New York State Education Department


ADP Supplement to
BOOKKEEPING and
ACCOUNTING I and II

IL 000 409

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	42 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( )Yes ( )No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

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☒ Teacher-Educator ☒ Administrator ☐ Other

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☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel ☐ Other

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Albany, N.Y. 12224 (518) 474-3806.

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Abstract Prepared in 1974

DESCRIPTOR:

This publication was designed to accompany the Bookkeeping and Accounting 1 and 2 Syllabus released earlier in the year. The need for this supplement was recognized as a byproduct of research which validated increased involvement on the part of bookkeepers and accountants with unit record and computer equipment and functions.

Bookkeeping teachers will find this publication helpful in presenting basic data processing concepts and automated bookkeeping applications which correlate with those topics in the Bookkeeping and Accounting 1 and 2 Syllabus. Some teachers may develop transparencies from the flowcharts to use in class presentations; and others may use the content of the supplement to extend their own knowledge of A.D.P. procedures.

The nine chapters cover:

1. Interdependence of Accounting and Automated Data Processing
2. Unit Record Equipment
3. Computer Data Processing
4. Forms of Machine Readable Data (Input)
5. General Ledger and Statements
6. Billing, Cash Receipts, and Receivables
7. Unit Record and Computer Procedures for Recording Purchases on Account
8. Automated Payroll Applications
9. Automated Procedures for Inventory Control Utilizing a Computer

STATE
SUBMITTING
ABSTRACT

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OCCUPATIONAL CURRICULUM

MATERIALS ABSTRACT

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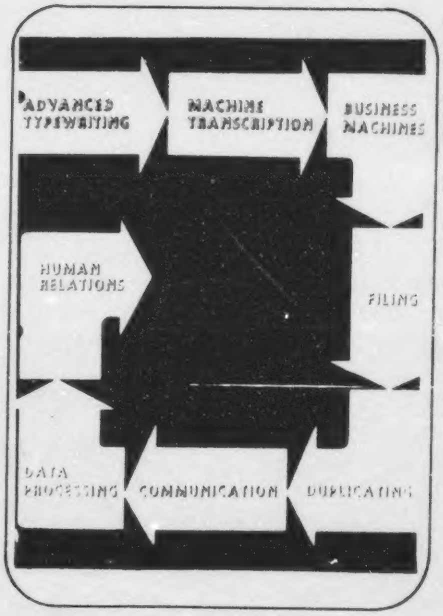

TITLE OF MATERIALS Office Practice Syllabus

Date developed and/or revised: 1972

NAME OF DEVELOPER(S)
Bureau of Secondary Curriculum Development
New York State Education Department

TYPE OF MATERIALS: ☐ Career Education ☒ Occupational Education

☐ Hardcopy	☒ Paper Bound	☐ Video Tape	☐ Film	☐ Slides & Film Strips
___ Pages	211 Pages	___ Minutes	___ Minutes	___ Color
		___ B & W	___ B & W	___ B & W
		___ Color	___ Color	___ Frames
		___ Size	___ Size	Audio ( ) Yes ( ) No

FOR STUDENT USE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other

TARGET LEVEL OF STUDENT: ☐ Pre-K Thru 6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult ☒ Teacher ☒ Teacher-Educator ☒ Administrator ☐ Other

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continued on reverse side

Abstract Prepared in 1974

DESCRIPTOR:

This Syllabus for use of the secondary school teacher, was revised in 1972. The new edition uses specific and measurable student performance objectives for the psychomotor and cognative domains. These are correlated horizontally with content, teaching suggestions, reference material, and evaluation techniques.

An advisory committee, selected to give statewide representation, worked with the Bureau of Secondary Curriculum Development and Business Education of the State Education Department to establish three levels of attainment for each module according to standards considered desirable for entry-level employment. There are self-bound modules for Advanced Typewriting, Machine Transcription, Business Machines, Filing, Duplicating, Communication, Data Processing, and Human Relations.

Teachers of office practice courses in New York State have reacted quite favorably to the new format of this revised Syllabus.

STATE
SUBMITTING
ABSTRACT

Name of State	New York
Agency	State Education Department Bureau of Secondary Curriculum Development
Address	Albany, N.Y. 12224
	Phone AC/ (518) 474-5922